

THE
REVISED FAMINE CODE,
UNITED PROVINCES.

1912.



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1912.

P R E F A C E.

THE revised famine code, 1912, has been approved by the Government of India and is published for general guidance.

The last previous revision was carried out in the year 1905 ; the amendments made in the present edition embody the results of the experience gained in the famine of 1907-8. Of these amendments, those which concern the department of Public Works are for the most part based on the recommendations of the special committee, consisting of Mr. H. C. Ferard, C.I.E., I.C.S., and Mr. F. St. G. Manners Smith, C.I.E., which was appointed by the Lieutenant-Governor to inquire into the working of the department during the famine. The other alterations in the code are designed to effect improvements or remedy defects which suggested themselves to Sir John Hewett, the Lieutenant-Governor, and Mr. J. S. Campbell, C.S.I., C.I.E., the Famine Commissioner, during their supervision of the relief measures.

As regards accounts the changes recently made by the Government of India in the famine accounts manual have been incorporated in the present edition.

The code after preparation was carefully examined by Mr. H. K. Gracey, I.C.S., who removed many ambiguities and discrepancies ; and the index has been prepared with great fulness by Mr. G. D. Rocchling, I.C.S.

J. W. HOSE

Chief Secy. to Govt., United Provinces.

The 1st January 1912.

Famine Code, United Provinces of Agra and Oudh.

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FAMINE CODE.

United Provinces of Agra and Oudh.

CHAPTER I.—STANDING PREPARATIONS.

STANDING PREPARATIONS.

SECTION 1.—*System of intelligence.*

1.—Agricultural statistics, in their relation to famine, have two objects, the one remedial, the other preventive. They give timely warning of climatic dangers, prevent surprise and provide information for a plan of campaign. They also draw attention in ordinary times to weak points in the condition of a district, thereby preparing the way for timely relief or for improvements which will fortify the people against times of pressure.

General.

2.—The village accountant or patwari is required to note systematically in his diary and report from time to time the general condition of crops in his circle; the occurrence of any calamities, such as hail, fire, frost, flood, locusts; the prevalence of cattle-disease or epidemic; the emigration or settling of cultivators; and other matters affecting the economic and industrial state of the people of his circle.

Duties of patwari.

3.—(1) The circle inspector or supervisor kanungo is required—

Duties of supervisor
kanungo.

(a) to see that the patwaris' reports are punctually submitted and contain adequate information on the matters prescribed;

(b) to inspect their diaries systematically and test them by comparison with the actual facts in the field;

(2) The registrar kanungo is required to maintain the "pargana book" in accordance with the standing orders of the Board of Revenue.

4.—The tahsildar is required—

Duties of tahsildar

(a) to see that the supervisor kanungos and patwaris duly perform the duties required of them under this chapter;

(b) to forward to the Collector of the district, or officer in charge of a sub-division of the district, as the case may be, the reports received from the patwaris and supervisor kanungos, with his own comments on them;

(c) to comment particularly on the occurrence of any calamity of season affecting the crops, and any outbreak of epidemic sickness or mortality among either men or cattle;

(d) to gauge the rainfall, and on prescribed dates report its quantity to the Collector.

5.—The officer in charge of a sub-division of a district is required—

Duties of sub-divisional
officer.

(a) to test the accuracy of the statistics compiled in his sub-division;

(b) specially to study the pargana book, to visit any villages which appear, from the notes and statistics in that book, to need inspection, to record the results of such inspection in that book, and if they are of special importance to bring them immediately to the notice of the Collector of the district.

6.—The Collector of the district is required—

Duties of Collector.

(a) to keep himself at all times informed of the agricultural condition of every part of his district, particularly of any tract which appears to have deteriorated, to see that the pargana book is properly kept up, and to enforce the observance of all rules laid down by the Local Government for the collection of agricultural statistics and information;

STANDING PREPARATIONS.

Weekly and monthly reports on the state of the crops and weather.

Prices.

Duties of Commissioner.

Duties of Director of Land Records and Agriculture.

- (b) to make periodic reports to the Commissioner in regard to the state of the district;
- (c) to submit direct to the Local Government a weekly *telegraphic report, summarizing all facts which have an important bearing on the character of the season and the crops; for example, information as to the character of the rainfall, the progress of agricultural operations, the condition of the standing crops, and the probable outturn of the harvests; the condition of the opium and other crops of commercial importance; any serious damage caused by insects, blight, hailstorms, floods or other natural calamities; the condition of agricultural stock, and the supply of water and fodder for them;
- (d) to submit a monthly report on the same subject during the first week of each month to the Director of Land Records and Agriculture;
- (e) to observe the state of the markets and the range of prices, and in the event of an abnormal rise in prices to submit to the Commissioner, for the information of the Local Government, an explanation of the rise with a brief report on the condition of the people and the state of the district.

7.—The Commissioner is required to transmit, with his own comments, to the Local Government all reports which he may receive from the Collector under the preceding rules. He is also required to satisfy himself, on his inspection tours, that the pargana books are properly kept up and intelligently used.

8.—The Director of Land Records and Agriculture and his assistants are required—

- (a) to prepare the monthly agricultural report and the annual season and crop report;
- (b) to prepare at such periods as the Local Government may prescribe an account of the economic conditions of each district, of its progress or deterioration, of the dangers to which it is exposed, and of the measures of protection that seem feasible;
- (c) to supervise and examine from time to time the system under which information is supplied in normal times regarding prices, the state of the crops and agricultural stock, and other circumstances from which agricultural progress or deterioration or the approach of scarcity and distress can be detected: it is the duty of the Director, should he detect imperfections in the system, to submit to the Local Government suggestions for the improvement of it;
- (d) to maintain a record (1) of the districts from which in times of drought cattle are likely to be sent to the state forests for grazing, and of the approximate number of cattle that may have to be provided for; (2) of the extent of grazing available in the various state forests. The information on record as regards (1) will be reconsidered in the light of the experience gained on each occasion when the state forests are thrown open to grazing: information regarding (2) will be obtained annually from the Conservators of forests.

SECTION 2.—Programmes and estimates.

General.

9.—In order adequately to control relief it is necessary that complete programmes of relief works be maintained, and that subject to the provisions of paragraph 22 every work entered in the programmes be located and surveyed in advance, its cost estimated at ordinary rates, and the number of units for whom it will provide employment calculated and recorded.

NOTE.—A "unit" means one person relieved for one day. Thus if work is provided for 50,000 people for April, May and June, provision is made for the relief of 4,550,000 units.

* When the district report can be sent by letter so as to reach the Government on Wednesday morning in Allahabad or by the second delivery on Tuesday at Naini Tal, the report should be despatched by post instead of by telegram.

10.—Programmes shall be maintained for all classes of relief works, namely :—

Class 1.—Public works (i.e. managed by the Public Works department).

(a) Large departmental, i.e. employing one or more charges of 5,000 workers.

(b) Small departmental, i.e. employing less than a full charge of 5,000 workers.

Class 2.—Village works (i.e. managed by the Collector or private persons).

(c) Non-departmental or civil.

(d) Private, aided or unaided according as the works are constructed with the help of government grants, whether recoverable or not, or altogether from private funds.

Public works will be the backbone of the relief system in all districts in these provinces except the hill districts. Irrigation works shall generally be preferred to other works.

11.—The programme of public works shall provide for a certain number of units which shall be fixed from time to time for each district by the Local Government after taking into consideration the likelihood of famine in each. The works on the programme of each district shall not be distributed merely over the district as a whole but shall provide for tahsils, parganas or tracts in accordance with the probable intensity of famine therein.

Numbers to be provided for.

12.—The Chief Engineer, Irrigation branch, shall, by the 15th July in each year, forward to the Chief Engineer, Buildings and Roads branch, public works department, a programme of sanctioned irrigation projects. The programme, which shall be in form A-III, shall show separately, as far as may be necessary, the amounts of employment provided in different tahsils, parganas, tracts or districts. The Chief Engineer, Irrigation branch, should also forward a list of works proposed but not sanctioned, similar to that prescribed in paragraph 15 for the Buildings and Roads branch.

Programme of irrigation works.

13.—The district engineer shall, in consultation with the Collector and the executive engineer and the special survey officer (if such be at work in his district), prepare yearly as far as possible on the basis of the previous year's programme, and submit to the executive engineer not later than the 15th June, a programme in form A-III (accompanied by a map) of the public works which it may be necessary to undertake in the event of serious famine. This programme shall be countersigned by the Collector, who shall scrutinize it carefully in order to see that works which have been carried out by ordinary labour are not retained in it and that the amount of employment provided in each tahsil, pargana or tract is proportionate to its estimated needs.

Programme of other public works.

14.—The district programme of public works shall include all suitable current projects of the public works department and all such projects as tend to the general improvement of the country, such as irrigation or drainage works of a petty nature, feeder roads and protective works such as embankments. Works of minor utility, such as the raising of unimportant roads, funds for the future maintenance of which cannot ordinarily be provided, should be avoided, if protective works are available.

Character of works on the programme.

NOTE.—The collection of kankar or road metal up to but not beyond the requirements of the next five years may be a suitable work.

15.—The district programme of public works shall contain only works for which sanctioned estimates exist. If any work has been commenced but not completed, the fact should be specially noted, and only the quantity of work remaining to be done should be entered. In addition to the programme, a list of suitable works proposed but not sanctioned shall be maintained in each district, from which selection can be made for the preparation of projects for the programmes. This list

Form of programme.

**STANDING
PREPARATIONS.**

should also be in form A-III and should show approximate figures for quantities, cost, &c. The list of proposed works should be submitted with the programmes for scrutiny by the Chief Engineer.

Scrutiny by divisional
officers.

16.—The executive engineer shall, in consultation with the Commissioner and the superintending engineer, carefully scrutinize all the district programmes and lists of proposed works. The scrutiny shall be directed to seeing that the works are of real utility, and that the programmes provide relief in each tahsil, pargana or tract in proportion to its anticipated needs. The programmes and lists shall then, after countersignature by the Commissioner, be forwarded by the executive engineer through the superintending engineer to the Chief Engineer, Buildings and Roads branch, to reach that officer not later than the 15th July.

Provincial programme
of public works.

17.—When all the programmes and lists have been received by the Chief Engineer, Buildings and Roads branch, he will, after scrutiny—

- (i) prepare a complete programme for each district by adding to the district programme of irrigation works the other public and railway works ;
- (ii) prepare from the programmes for the whole province, an abstract which must reach the Local Government in the Scarcity department by the 15th August, and
- (iii) incorporate in each district list of proposed works the reserve of unsanctioned irrigated works.

The district programmes shall be printed and copies supplied to all officers concerned.

Railway works.

18.—The Chief Engineer, Buildings and Roads branch, shall, after consultation with the local railway authorities, enter in the district programmes as sanctioned works the earthwork of all railways for which final plans and estimates have been sanctioned, but the employment thus provided shall be additional to that required by the provisions of paragraph 15. Actual construction shall in no case be undertaken without the special sanction of the Railway Board. When this sanction has been obtained, the works will be carried out as ordinary famine works ; but a railway officer should be deputed from time to time to see that the work is being set out and executed on proper lines.

NOTE.—The Government of India are unwilling to sanction the employment of famine relief labour on railway earthwork construction, except when the railway projects have been definitely accepted as part of the railway programme, and there is a reasonable prospect of their being carried to completion.

Surveys and estimates.

19.—If any district programme does not provide for the requisite number of units, the Chief Engineer, Buildings and Roads branch, shall take steps to complete it by having the necessary surveys and estimates prepared for a sufficient number of projects selected from the list of proposed works.

Programmes of village
works.

20.—The district programme of village works shall be revised by the Collector annually, the basis of each annual revision being the existing programme in form A-IV which shall be printed.

Character of works on
the programme.

21.—The programme of village works shall include all such projects as tend to the local improvement of agriculture, for example tanks, wells, embankments, drainage cuts, &c. Village roads and sanitary improvements may also be included.

For the purposes of the programme villages may conveniently be grouped together, a certain number of works being laid out for the group.

Form of programme.

22.—The programme of village works shall show separately—

- (1) civil works, the cost of which will be entirely debited to the State, though they may, when practicable, be managed by non-official agency under official control ;
- (2) aided private works, the cost of which will be shared between the State and private individuals, and the management of which will be left to the latter, under official control ;
- (3) Unaided private works, the cost of which will be borne by, and the management of which will be entirely left to, private individuals.

The programmes shall distinguish :—

- (a) works which have been examined and approved and for which complete projects have been prepared ;

(b) works which have been suggested but for which details have not been worked out.

23.—The programme of village works shall provide for a certain number of units which shall be fixed from time to time by the Local Government for each district after taking into consideration the likelihood of famine in each. The works on the programme of each district shall not be distributed merely over the district as a whole but shall provide for tahsils, parganas or tracts in accordance with the probable intensity of famine therein.

24.—If professional assistance is required to make out the programme, the superintending engineer shall, on the request of the Commissioner, depute subordinates of the public works department for the purpose, to work under the orders of the Collector.

NOTE.—The scale of pay for such subordinates appointed for the preparation of programmes of village works will be Rs. 40 to Rs. 60 per mensem.

25.—(a) Landowners and others shall be encouraged to come to an agreement, in advance, regarding their responsibility for the cost of private works. Where a precise agreement cannot be arrived at in advance, a general understanding may be reached, and any such agreement or understanding shall be duly recorded.

(b) Special care shall be taken, in preparing the programme of village works, to record the names of persons (residents of the locality, if available) competent to manage them, as well as the names of persons ready to bear or share financial responsibility for them.

26.—The Collector shall forward annually, not later than the 15th June, to the Commissioner a list of all new works to be added to, and old works to be omitted from, the programme of village works, and of all entries that have been checked by himself or the sub-divisional officers in the course of the year. He shall also report whether it is possible in the event of famine to make over the entire management of relief in the case of large estates to the landowners, or in the case of villages held in coparcenary tenure to the proprietary body, and if so, whether or to what extent it may be necessary to grant such persons a subsidy from state funds.

27.—The Commissioner shall prepare an abstract of the district programmes of village works, and forward it to the Local Government on the 1st August. He is responsible for satisfying himself that the works entered on the district programmes are of real utility and have been selected in consultation with the landowners concerned. He should also satisfy himself that all works in part (a) of the programme have been located and surveyed.

28.—The Commissioner shall satisfy himself that there are suitable works for aboriginal tribes in the few districts where such tribes are resident.

SECTION 3.—*Reserves of establishment.*

29.—As the collection of proper and sufficient establishment is often attended with great difficulty when distress is actually impending, lists of suitable candidates shall be maintained in ordinary times.

NOTE.—Ministerial officials accustomed to a sedentary life are, as a rule, not suited for famine work in the field.

30.—The Collector shall prepare yearly and submit to the Commissioner, with his programme of village works, a list of all persons in the district, whether already in government service or candidates for it, who are likely to make efficient charge officers and circle officers. The former will be of the standing of a naib tahsildar, the latter of the standing of a kanungo.

31.—The Chief Engineer, Buildings and Roads branch, shall prepare yearly, in consultation with the Chief Engineer, Irrigation branch, the superintending engineers and the Principal of the Thomason College, Roorkee, lists of all persons competent to be famine officers of the rank of an upper subordinate.

32.—The civil surgeon shall prepare yearly and submit to the Inspector-General of Civil Hospitals, not later than the 15th March, a list of all persons likely

STANDING PREPARATIONS.

Numbers to be provided for.

Professional assistance.

Responsibility of non-officials.

Special arrangement for relief.

Commissioner's abstract of district programmes.

Works for aboriginal tribes.

General.

Charge and circle officers.

Upper subordinates.

Medical subordinate staff.

**STANDING
PREPARATIONS.**

to be efficient members of the sanitary establishment in times of famine. These lists shall contain the names of competent *bairis* and *hakims* of the district whose services will be available on emergency.

SECTION 4.—Reserves of tools and plant.

Reserve of tools and plant.

33.—A provincial reserve of all tools and plant of a non-perishable nature shall be maintained as detailed below :—

Circle.	Phaerals.	Pick-axes.	Kudals or C picks.	Axes.	Iron treasure chests.	Iron dols.	Ballast hammers.	Sledge hammers.	Jumpers.	Muster roll tins.	Remarks.
I ...	10,000	2,500	2,500	300	30	600	6,000	300	300	1,500	Also as many iron water tanks as are available up to the number required for five charges and iron boilers and ladles up to two charges for each district in the province, with the exception of the Meerut, Saharanpur and Bareilly divisions of circle I.
II ...	150,000	37,500	37,500	750	75	1,000	15,000	750	750	4,250	
III ...	156,000	39,170	39,170	750	75	1,500	15,000	750	750	4,250	
Total ...	316,000	79,170	79,170	1,800	180	3,600	36,000	1,800	1,800	10,000	

This reserve shall be maintained at the following centres —

for circle I at Agra.

„ II at Lucknow and Fyzabad.

„ III at Allahabad and Jhansi.

The divisional engineer of the above-mentioned places shall maintain a register and be responsible for the proper preservation of the reserves of famine tools and plant.

The supply of baskets for relief works should be obtained both from the local market and from the jails. As soon as famine is anticipated arrangements should be made for the construction of a certain number of baskets by jail labour.

Annual stock taking.

34.—The superintending engineer shall inspect such reserve stocks yearly and submit to the Chief Engineer, Buildings and Roads branch, by the 1st July of each year a complete stock return with the annual count certificates and reports on the condition of the stock and tools in his charge, signed by suitable officers together with a report by himself to show that the reserve has been maintained in proper condition and has not been drawn upon for other purposes.

He shall at the same time inform each of the other superintending engineers of the number of tools, if any, available for transfer in his circle.

Reserve of famine forms.

35.—A sufficient reserve of muster rolls and all other famine forms shall be kept in readiness at the Government Press, Allahabad. The Superintendent of the Government Press shall submit on the 1st September of each year to the Secretary to Government in the Scarcity department a return of all famine forms in stock.

CHAPTER II.—PRELIMINARY MEASURES OF ENQUIRY AND PREPARATION WHEN THE RAINS FAIL.

General.

36.—When the rains fail and anxiety is felt, it is of the utmost importance to make active preparations and thereby put heart into the people. There is no greater evil than the depression of the people, for moral depression leads directly to physical deterioration.

Special crop statement.

37.—(a) On the first warning of scarcity the Collector shall call for special crop reports from the tahsildars. The report shall be in form A-II.

(b) The Collector or civil sub-divisional officer shall check these reports locally in consultation with representative and respectable landowners and other persons competent to give an opinion. It is desirable that for this purpose the landowners and others be invited to conferences at convenient centres.

38.—The Collector shall at the same time revise all preparations and pay special attention to the programmes of public and village works. He shall encourage the landowners to undertake private works on the first symptoms of distress.

39.—The Collector, the district engineer and the district medical officer shall make arrangements for strengthening the staff, civil, departmental and sanitary, so that it may be ready when required.

40.—The Collector shall organize the village inspection arrangements and staff, and see that the kanungos and patwaris are instructed in their famine duties.

The unit of administration, namely the "relief circle," will ordinarily be the charge of a supervisor kanungo. The relief "sub-division" will ordinarily be the tahsil. If necessary, two or more tahsils may be grouped together into a special relief sub-division under an officer of higher rank than the tahsildar.

41.—At the same time the Collector shall organize non-official relief agency and private charity. In each tahsil or portion of a tahsil, he shall appoint a central committee of the most influential residents, whose duty it shall be to advise generally, to stimulate private charity and the undertaking of private works, to collect subscriptions, and later on, if necessary, to manage village works or to supervise or assist in the distribution of gratuitous relief. In each large village a sub-committee shall be formed. A separate committee shall be appointed in each large town. Subscriptions may be collected in cash or grain. So far as possible private charity shall

**PRELIMINARY
MEASURES WHEN
THE RAINS FAIL.**

Completeness of
arrangements.

Readiness to
strengthen the staff.

Village organization.

Organization of non-
official agency and
private charity.

PERIOD OF OBSER-
VATION AND TEST.
General.

CHAPTER III.—PERIOD OF OBSERVATION AND TEST.

48.—When all preparations have been made the Collector shall wait upon events. If he finds that prices continue to rise, that there is an influx of beggars into towns and large villages, an increase of crime against property, or any migration of people and their flocks, he shall open test works or poorhouses, reporting his action to the Commissioner. At the same time he shall provide the officer in charge of every police station with funds to relieve wanderers in distress.

49.—When the Collector has decided to open test works or poorhouses he shall at once submit to the Commissioner, for the information of the Local Government, a report giving the grounds of his belief that distress is imminent, and specially noticing—

- (a) the crop outturn of the preceding harvests and the estimated outturn of the current harvest, with reference to the normal outturn on the normal area ;
- (b) the mortality statistics ;
- (c) the condition of the people, and the classes most affected ;
- (d) the position as regards local trade, communications, food stocks, fodder and water-supply ;
- (e) the state of prices ;
- (f) the state of crime, and the condition of prisoners on admission to the gaol ;
- (g) the influx, if any, of strangers and the emigration, if any, of residents.

He shall append to his report a statement in form A-V, showing the area and population likely to be affected, the relief which is likely to be required, and the expenditure which that relief will involve ; he shall note the state of the relief programmes, the preparations which he has made, and the additional staff, civil, departmental and sanitary, which will be required. The Local Government may ask for the report under this paragraph at an earlier stage ; in which case the Collector, when opening test works or poorhouses, need not submit a second detailed report.

50.—The Local Government shall strengthen the district staff where this is necessary. If it be necessary to increase the provincial staff in any branch or department of the public service, such proposals as are beyond the competence of the Local Government to sanction shall be submitted for the orders of the Government of India. In cases of urgent necessity the Local Government may sanction, provisionally, the employment of such additional staff as may appear to be necessary, immediately reporting to the Government of India for confirmation all such appointments as ordinarily require the sanction of that Government or of the Secretary of State. With regard to the staff of the public works department, only permanent engineers of the province should be employed on famine duty ; if it is found necessary to strengthen the establishment, permanent men from other provinces should be obtained, but these should not, as a rule, owing to their want of knowledge of local conditions, be employed on famine duty, but should be employed on ordinary duties except in cases of absolute necessity. Failing assistance from other provinces temporary men may be engaged, but they should in no circumstances be employed on famine duty except by the definite order, in each case, of the Local Government which will not be given unless the arrangement is entirely unavoidable. The Chief Engineer, Buildings and Roads branch, should obtain as many men as are available for famine duty from the Chief Engineer, Irrigation branch.

It will generally be necessary to attach an officer of the superior engineer establishment to each executive engineer in charge of a heavy famine division to assist him with his ordinary duties.

51.—The Inspector-General of Civil Hospitals shall, in communication with the Local Government, make arrangements for the additional medical and sanitary staff which is likely to be required.

Report to Govern-
ment.

with statement

52.—Test works shall be managed by the district engineer, under the supervision of the Collector. Ordinary works in progress under the district board, or required by it, may be utilized or opened as test works. The conditions of labour on test works must be strict, their object being not to relieve famine but to test the presence of it. Payment shall be strictly by results, daily earnings being limited to the wage prescribed by this code on performance of a full ordinary task for the time of the year if the work be a village work, and on other works of a task somewhat above the task prescribed by this code. Dependants shall not be relieved on test works, neither shall there be a rest-day allowance. Directly test works are started they should be treated as training schools for the establishment for public works, and if severe famine is anticipated three or four times the establishment required on the actual works in progress should be enlisted. The same system should be continued throughout the famine, at least one excess establishment of a full charge being always in training in each district. Charge officers also should be trained by placing them as assistant charge officers on heavy charges.

PERIOD OF OBSERVATION AND TEST:
Test works.

53.—The Collector may, with the sanction of the Commissioner, reduce the wage on test works below the wage prescribed by this code; and if women and children flock to the works from adjacent villages in large numbers, the Collector may as a temporary measure, give rations of cooked food in lieu of the wages for women and children.

54.—When the test works begin to attract workers in considerable numbers, the Collector shall report the fact to the Commissioner by telegram, who shall telegraph the information to the Local Government, in continuation of the report prescribed by paragraph 49 of this code.

Telegram to Government when test works draw large numbers.

55.—When the Collector considers that distress is imminent, the organization provided under paragraph 40 shall be put in motion, and preliminary lists of persons eligible for gratuitous relief at their homes shall be prepared in form E-I by the patwaris, in consultation with the lambardars and the village committees, if any, appointed under paragraph 41 of this code.

Preliminary gratuitous relief lists.

56.—Weekly returns shall be submitted to the Local Government and the Commissioner in form B-I showing the numbers of persons attending test works or relieved under this chapter. The number of persons attending the works or otherwise relieved should be stated in the weekly telegraphic* 'season and crop' report.

Weekly returns of numbers on relief.

57.—If there is a prospect of a scarcity of fodder, the provisions of paragraphs 197 to 201 of this code shall be adopted. If there is a prospect of a scarcity of drinking water, advances shall be given for the purpose of making drinking wells.

Fodder and drinking water.

To this end the services of committees appointed under paragraph 41 of this code shall be freely enlisted.

58.—If it is apprehended that unusual stress for the supply of food grains or fodder is likely to be thrown on any railway administration, the Local Government shall arrange for the convening of a meeting of the civil and railway officers concerned to discuss its probable nature and extent and the measures by which any demands likely to be made on the railway can best be met. Attention should at such meetings be specially directed to the localities in which the scarcity is likely to occur, the date from which an unusual demand for import is likely to arise, the nature of the demand, whether for food grains or fodder, and the probable sources from which supplies will be obtained. In regard to the last point the leading merchants and traders should be consulted.

Consultation with railway officers.

CHAPTER IV.—DECLARATION OF DISTRESS AND COMMENCEMENT OF RELIEF.

59.—On receipt of the reports and returns prescribed by chapter III of this code the Local Government shall decide whether a district or any portion of a

Classification of districts or sub-divisions.

* When the district report can be sent by letter so as to reach the Government on Wednesday morning in Allahabad or by the second delivery on Tuesday at Naini Tal, the report should be despatched by post instead of by telegram.

DECLARATION OF DISTRESS AND COMMENCEMENT OF RELIEF.

district has passed the stage of observation and test, and should be classed as a "scarcity" or a "famine" district or tract.

A scarcity district is a district where distress is not so severe as to necessitate the change of test works into relief works, although some relief is required in the form of aided (and in some cases, civil) works and gratuitous relief. A famine district is a district where test works have shown the necessity for relief works.

Appointment of Famine Commissioner, or Additional Commissioner.

60.—When famine conditions are established over a wider area than a Commissioner's division the Local Government shall appoint a Famine Commissioner unless the Lieutenant-Governor decides, with the consent of the Government of India, himself to perform the duties of such an officer. When famine conditions are restricted to a division, the Local Government may appoint an Additional Commissioner, either to control the famine administration, or to relieve the Commissioner of all or part of his ordinary duties, so that he may the better control relief operations.

Village organization.

61.—When conditions of scarcity or famine have been declared by the Local Government to exist in any district, the system of village inspection shall be developed. As stated in paragraph 40, the relief circle will ordinarily be the kannugo's circle; but if the pressure is great, each circle shall at once be divided into smaller circles, to each of which the requisite staff shall be attached, so that every village may ordinarily be visited once a week by the circle officer. The patwari in his village and the kannugo in his circle shall, where necessary, each be given an assistant to carry on his ordinary duties, in order that he may give his whole time to famine relief work.

NOTE.—The sanction of the Local Government is required for the entertainment of the assistants, and their pay is to be charged to the head "3—land revenue" and not to "33—famine relief." The pay of kannugos and patwaris is debitable to "33—famine relief" only when they are exclusively detailed on famine duty.

Selection for gratuitous village relief.

62.—The preliminary gratuitous relief lists shall be very carefully checked by the circle and superior officers, in the manner prescribed in paragraph 135 of this code. If possible, the sub-divisional officer shall at this stage, and for a few days, train the circle officers subordinate to him in the practice of selection for gratuitous relief. Such selection shall at the outset be made strictly in accordance with the provisions of paragraph 157 of this code, but emaciated persons shall be brought on the list at once, pending further enquiry as to their means of support.

Opening relief works.

63.—When a tract is declared a famine tract all test works in it become *ipso facto* relief works. Relief works shall not ordinarily be opened until the declaration of famine has been made by the Local Government, but the Collector shall have power in urgent cases to open them, reporting his action by telegram to the Commissioner and the Local Government.

Distribution of gratuitous relief.

64.—In a famine tract gratuitous relief will be given invariably, but in a scarcity tract it must not commence without the Local Government's express sanction. This sanction will ordinarily be accorded at the same time that scarcity is declared.

Famine Commissioner.

CHAPTER V.—POWERS AND DUTIES OF SUPERVISING OFFICERS.

65.—The Famine Commissioner shall, as the delegate of the Local Government, exercise complete control, so far as the administration of famine relief is concerned, over all departmental and civil officers of whatever grade; and, except where by any rule of this code authority is definitely reserved to the Government alone and cannot be delegated by it, shall pass orders on all matters connected with famine, submitting such reports and returns to the Local Government as may be prescribed, and obeying its orders. He shall constantly move about, giving advice and instructions on the spot. It shall be part of his duty to keep the Local Government informed of the manner in which the administration of relief, both in the civil and in the public works department, is being carried on; his reports

shall cover all matters relating to expenditure, inspection and execution of works, except such matters as are exclusively professional. The appointment of a Famine Commissioner does not relieve the Chief Engineer of the duty of providing information concerning departmental relief to the Local Government, as prescribed by paragraph 69 (b).

**POWERS AND
DUTIES OF SUPER-
VISING OFFICERS.**

66.—(a) The Commissioner within his division shall exercise general administrative control over all relief operations both in the civil and public works department, including all matters relating to expenditure, inspection and execution of works, except such matters as are exclusively professional. He shall be responsible for providing the funds necessary to carry out all relief measures not under the control of the public works department. In consultation with the superintending engineer and the Collector he shall decide in what order public works shall be opened.

Commissioner.

(b) In addition to his ordinary powers of transfer, the Commissioner shall have power to transfer within his division medical subordinates employed on relief operations under civil officers, notifying such transfers to the Inspector-General of Civil Hospitals.

NOTE.—The functions described in this section shall be exercised, so far as may be and subject to any special orders of the Local Government, by an Additional Commissioner, if one is appointed under paragraph 60 of this code for the control of famine relief.

67.—The district will be the unit of relief administration, and the Collector will be the agent of the Government for carrying out the measures of relief which may be determined on. He shall be generally responsible for and shall exercise control over all works and arrangements for giving relief, and shall be responsible for the provision and punctual distribution of the necessary funds to all civil officers within his district. His decision shall be accepted, pending reference to superior authority, in all matters relating to the admission to works, the classification and wages of labourers, the opening, closing and transfer of works, the fixing and variation of tasks, and the arrangements for and the actual distribution of gratuitous relief. Officers of all departments employed on famine duty within the limits of his district shall obey his orders on these points.

Collector.

68.—In any case when the civil staff and the public works department agencies appear to overlap, the Collector shall pass orders. Should the Collector's orders be questioned, a reference may be made to the Commissioner through the superintending engineer. The Commissioner's decision shall be final subject to a reference to the Famine Commissioner.

Procedure in cases of
doubtful authority.

69.—(a) The Chief Engineer shall provide the funds and control the supply of tools and plant and other things necessary to carry out public works. He shall also be responsible for the proper selection and redistribution of the public works establishment on famine works, and for the redistribution of funds when required.

Chief Engineer.

(b) He shall exercise general control over the operations of all departmental officers, and shall satisfy himself of the adequacy of inspection and personal supervision of famine relief by the superior staff. He shall submit to the Local Government weekly statements showing for each district and for the province as a whole the numbers relieved, the gross expenditure, the incidence of cost per unit relieved, the amount of work done and any other information that may be proscribed. These statements shall take the form of an abstract in form C-IV of the information contained in the district reports in form C-III. In view of the fact that payment is by results, special importance attaches to the quantity of work done.

70.—(a) The superintending engineer shall, under the administrative control of the Chief Engineer, be responsible for the supply of all tools and plant in his circle. On the first warning of famine he shall direct the executive engineers to put themselves in communication with Collectors and report the number of charges likely to be opened in the first two months of the famine, and

Superintending and
Executive engineers.

**POWERS AND
DUTIES OF SUPER-
VISING OFFICERS.**

on this he shall make arrangements for the distribution and supply of tools for his circle and for the replenishment of all articles of English manufacture, as may be found necessary.

As soon as a more reliable forecast of the future can be obtained, which should be within the succeeding month, executive engineers shall submit to the superintending engineers, with the least possible delay estimates of their requirements by districts, prepared in consultation with the Collectors. These estimates shall be in forms C-VII and C-VIII and shall be sub-divided under the two heads 'tools and plant' and 'miscellaneous,' giving the number of charges estimated, the number of tools required for the same in accordance with the schedule list contained in rule 7 of appendix C, and the cost at the schedule rates. For the head 'miscellaneous' the number of charges will be multiplied by the approximate total cost per charge for this head in the schedule list, with 5 per cent. added for 'contingencies.' The estimates shall be sanctioned by the superintending engineers, who shall enter in them (a) the number of tools issued, or to be issued from the reserve dépôts: and (b) the balance to be purchased locally by the executive engineers.

On receipt of the sanctioned estimates the executive engineers will either make the purchases for the local articles of 'tools and plant' themselves or direct the district engineers to do so up to a specified limit, fixing rates and approving samples. For the 'miscellaneous' articles, including 'shelter,' the purchases will be made locally by the district engineer in consultation with the Collector, his expenditure per charge being limited to an amount fixed by the executive engineer after a consideration of the local rates. Beyond this limit no expenditure will be allowed without previous sanction; and the district engineer's powers of purchase will be in all cases limited to purchases within his own district.

(b) The superintending engineer in his circle and the executive engineer in his division shall be professionally responsible for the proper conduct of all departmental relief operations by their respective subordinates in accordance with the rules of this code and the public works department code, and such supplementary orders as may from time to time be issued by the Local Government or other constituted authority. It is their duty to satisfy themselves of the proper conduct of relief operations by frequent personal inspection at the divisional and district head quarters and by the inspection of a reasonable proportion of the relief works within their charge.

(c) The superintending engineer and the executive engineer shall by personal communication and otherwise keep themselves in constant touch with the Commissioner and the Collector.

71.—The Collector shall forward to the Inspector-General of Civil Hospitals applications for the appointment of medical staff to public works in necessary numbers, and shall appoint and transfer the medical officers supplied, notifying such appointments and transfers to the Inspector-General of Civil Hospitals.

72.—The district engineer shall, in all matters which are not exclusively professional, be subject to the administrative control of the Collector and, subject to such control, shall be responsible for all arrangements and proper discipline on public works in the district. All establishment on the works, including the charge officer and the hospital assistant, shall be subordinate to the district engineer.

NOTE.—The setting out of a work and the execution of it in a workmanlike manner and in accordance with the specifications in force and the organization of labour gangs are in all cases 'exclusively professional' matters. The setting out and the measurement of tasks are 'exclusively professional matters,' unless carried out in a manner clearly in the opinion of the Collector prejudicial to relief or discipline. In that case they are still professional matters but cease to be exclusively so and are subject to the administrative control of the Collector. For example, the refusal of women to work as diggers at the request of public works officials when the number of carriers is largely in excess, dishonesty in the measurement of tasks, the inclusion of weakly persons in the gangs as ordinary diggers or carriers, are matters which affect relief and discipline and may call for administrative action on the part of the Collector.

Medical subordinates
on public works.

District engineer.

73.—The district engineer, on receiving instructions to open a relief work, shall, if possible, give not less than a week's notice to the Collector—

POWERS AND
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VISING OFFICERS.
Report to Collector by
district engineer.

(a) of the date on which such work will be ready for the admission of the labourers ;

(b) of the date on which it will probably be completed ;

(c) of the arrangements that he proposes for the future employment of the labourers.

He shall give immediate notice to the Collector of any sickness or other occurrence which renders it advisable to stop admissions to any work, and shall keep him informed, from week to week at latest, of the condition of the work, the number of labourers on it and the number which can be admitted to it.

74.—The sub-divisional officer (civil) shall supervise the operations of circle officers, patwaris and all other subordinate officials and persons connected with the administration of relief, otherwise than on public works. With this object he shall visit every village in his sub-division as frequently as possible. In particular he shall see that relief is being efficiently and economically administered ; that orders of admission to civil works in scarcity districts or gratuitous relief are being properly distributed ; that the provision for medical relief in famine hospitals and dispensaries is adequate ; that special precautions are taken to guard the drinking-water supply from pollution wherever non-departmental works have been opened and generally in the villages in which epidemic disease has broken out ; that the provisions of this code and the orders of the Local Government are being fulfilled ; that provision for the future is being duly made ; that accounts are being punctually and correctly kept, and reports properly submitted ; that the landowners and other wealthy or reliable inhabitants of the neighbourhood are being fully and effectively associated in the administration of relief and are giving such employment and assistance to their tenants and dependants as the circumstances may require.

Sub-divisional officer.

75.—The sub-divisional officer shall also regularly inspect public works within his sub-division, and either submit an inspection report (see appendix C-XIII) to the Collector, through the district engineer, or record his remarks in an inspection book, which shall be kept on every work by the officer in charge, or adopt both methods. Copies of the remarks recorded in the inspection book shall be forwarded at once to the Collector through the district engineer. To meet abuses of a serious and urgent character the sub-divisional officer shall issue orders himself to the officer in charge, reporting his action at once through the district engineer to the Collector.

Sub-divisional officer
and public works.

76.—In severely distressed sub-divisions one or more "assistant sub-divisional officers" may be appointed ; and these officers shall discharge the duties allotted to them by the Collector or the sub-divisional officer.

Assistant sub-divisional
officer.

77.—Assistant and deputy collectors on the district staff, other than those appointed to hold charge of a famine sub-division, shall discharge the duties allotted to them by the Collector. When their duties include the inspection of public works, they shall observe the procedure detailed in paragraph 75.

Assistant and deputy
collectors.

78.—Other inspecting officers of gazetted rank such as famine superintendents, for example officers of the Indian Army lent by the military authorities, shall be posted to districts and shall discharge the duties allotted to them by the Collector. The supervision of public works shall in all cases be the principal part of their duties, but their services may also be utilized in the supervision of all forms of civil relief. When inspecting public works they shall not merely comment on but shall immediately rectify, so far as possible at the time, all errors found by them and shall either forward inspection reports (see appendix C-XIII) or copies of their remarks and orders in the inspection book to the executive engineer through the district engineer. The officer in charge shall be bound to act at once on the orders recorded in the inspection book in all matters not exclusively professional. Inspecting officers shall pay special attention to the instruction of charge officers and clerks in matters of accounts.

Other inspecting offi-
cers.

POWERS AND DUTIES OF SUPERVISING OFFICERS.

If the Collector generally or specially so directs, or if the inspecting officer so desires, the inspection report, in original or copy, and a copy of the inspecting officer's orders or remarks in the inspection book shall be forwarded at once to the Collector direct as well as to the executive engineer through the district engineer.

79.—All officers inspecting relief works shall pay special attention to the "ganging" and tasking of weakly persons, and to the verification of the earnings of all workers.

80.—When scarcity or famine has been declared in any district the Collector shall submit to the Local Government and Famine Commissioner a weekly statement in form B-VI and monthly statements in forms B-II and B-IV. A statement in form B-V shall be submitted with the first monthly statements in forms B-II and B-IV and when any marked alteration occurs in the position or the estimates require to be reconsidered in the light of fuller information. Copies of all these statements shall be despatched at the same time to the Commissioner.

The Collector shall submit weekly direct to the Local Government and Famine Commissioner in addition to the usual telegraphic* "season and crop" report a telegraphic report on the following subjects:—

1. The amount and general character of the rainfall, the progress of agricultural operations, and the state and prospects of the standing crops, if any. Any serious damage done to crops by insects, hail storms, floods, or other natural calamities.

2. The condition of agricultural stock, and the sufficiency or otherwise of fodder and water, mentioning any special measures, such as importation of fodder, improvement of water supply, &c.

3. The state of the markets and the prices of the principal food grains. The market price in government sers per rupee, as it stood on the last day of the week under report, of the staple grain on which the famine wage is calculated, the staple grain being specified. The price basis should also be mentioned.

NOTE.—When the staple or the price varies from place to place in the same district an average will suffice or the price of the principal staple.

4. The progress of departmental and civil relief of all kinds and its sufficiency, and any special measures, such as the grant of advances, suspensions of revenue, relief to weavers and artisans in their own trades, &c.

5. The number of persons relieved:—

(1) as workers—

(a) on public works; department works.

(b) on civil works;

(c) on aided village works;

(d) on test works;

(2) as dependants on works;

(3) in poorhouses;

(4) gratuitously in other ways;

(5) the total on government relief;

(6) on private works or otherwise relieved by private charity;

(7) total.

NOTE.—(i) The figures should be the numbers on the last day of the week under report and in telegraphing figures the following abbreviations may be used "works public—civil—aided—test—dependants—poorhouses—government—private—total—."

(ii) After the people on relief have been dismissed with a valedictory date, they should no longer be shown as on relief.

6. Whether distress is acute or slight, increasing or decreasing, classes mostly affected, and the cause of any marked rise or fall in the number of persons reported to be on relief.

7. Whether the people are resorting freely to relief works, clinging to their homes or concentrating in towns. Whether there is much wandering, any noticeable immigration or emigration, or any general appearance of emaciation.

* When the district report can be sent by letter so as to reach the Government on Wednesday morning in Allahabad or by the second delivery on Tuesday at Najaf Tal, the report should be despatched by post instead of by telegram.

8. The general mortality, the state of public health and the prevalence of epidemics. The condition of the labouring and cultivating classes.

9. The physical condition of the people on relief, particularly of the women and children. The sufficiency of medical arrangements, any sudden epidemic on relief works and the measures taken to combat it.

10. The need of assistance from private charity for the provision of clothing and medical comforts or for other objects, and the extent to which it is being met.

A copy of this report should be sent by post to the Commissioner. (See appendix A, rule X.)

81.—The duty of the circle officer is principally concerned with village inspection; this is essential at all stages of famine, but particularly at the outset. It is the best source of information as to the extent of distress; it puts heart into the people; it enables the Collector to take risks without anxiety, and to regulate with confidence the flow of relief: without it individual selection for relief cannot be properly worked.

Village inspection.

82.—it shall be the special duty of the circle officer—

Duties of circle officer.

- (1) to make himself acquainted with every village in his circle, and with the circumstances of each household in every village, so far as may enable him to judge of the ability of its inmates to withstand distress;
- (2) to stimulate landowners to employ labour, especially on the construction of wells, tanks and similar improvements;
- (3) to make known the places at which, and the classes of persons to whom relief works are open, the nature of each work, and the wages offered and to encourage persons in distress to go to such works;
- (4) to issue orders of admission to relief works under paragraphs 86 and 87 of this code;
- (5) to assist in the management or control of village works;
- (6) to initiate, promote and control measures for gratuitous relief under chapter VIII of this code; to give patvaris, lambardars, and village relief committees detailed instructions for their guidance on all points necessary for the effective administration of relief in their villages, and to direct and control their action;
- (7) to visit each village in his circle once a week or as often as the Collector may direct; to test, by frequent personal inspection, the list of persons entitled to gratuitous relief; to forward weekly abstracts of such lists to the tahsildar; and to ascertain that relief has been distributed in the manner prescribed;
- (8) to assist in the management of state kitchens or poorhouses established in his circle;
- (9) to report immediately to the tahsildar the occurrence of any unusual sickness among men or cattle in any village in his circle;
- (10) to submit weekly, or more frequently if required, special reports to the Collector on the work available, the condition of the people, and their willingness or otherwise to work, prices, the supply of food, the state of the water supply, the condition of the cattle and the sufficiency or otherwise of the fodder supply, the state of communications, and any other matters on which he is required by the Collector to report.

CHAPTER VI.—RELIEF WORKS.

83.—In the management of relief works it is all important to be prepared for a rush of labourers, to have sufficient reserve of tools and plant on the spot, to find every one his place in as small a section of the charge as possible, to separate the feeble into weakly gangs, to preserve the strictest discipline: dependants should be carefully distinguished from workers and should not be allowed within the working area, and it is all important to look strictly after the sanitary arrangements.

General.

RELIEF WORKS.

ALL WORKS.

84.—The different classes of relief works are described in paragraph 10 of this code. Civil works will ordinarily, or mainly, be kept as a reserve against the outbreak of epidemic disease, or for the hot weather when it is desirable to disperse the people to the neighbourhood of their homes.

Selection of relief works.

85.—The Commissioner, acting in communication with the superintending engineer and the Collector, shall decide in what order the public works on the programme shall be undertaken by the public works department. In arriving at his decision he shall look to the prospective utility of the works, and the possibility of their completion within or soon after the period of scarcity. In deciding on the number of works, and the area which each shall serve, the Commissioner shall have regard to the circumstances of the people, the condition of the locality, its previous history, and the readiness or otherwise of the people to take relief.

Such public works shall ordinarily be selected as will provide employment for at least 5,000 persons daily for one month.

Conditions of admission to relief works.

86.—(a) There shall be no restriction on admission to public or civil works in famine districts.

(b) Admission to civil works in scarcity districts shall be limited to those who have received admission orders under paragraph 87 of this code, unless the Local Government otherwise directs.

(c) There shall be no interference with the managers of "private works" as regards the persons they admit to them.

In no case shall the restrictions on admission prescribed by this paragraph apply to:—

- (1) persons residing more than four miles away from the work;
- (2) persons obviously suffering from privation;
- (3) immigrants from other districts or native states.

Admission orders.

87.—(a) Admission orders to civil works shall be granted by the Ambardar of the applicant's village, or by a committee of respectable inhabitants of the village appointed under paragraph 41 of this code, or specially for this purpose, or by the circle officer.

(b) Such orders shall always be signed and dated by the person giving them. They shall be granted to all persons except those who have not reached the end of their resources.

Explanation.—Persons shall be held to be at the end of their resources when they can raise money only by selling their plough bullocks or the implements of their craft.

Residence.

88.—Residence on the works shall ordinarily be left to the option of the persons relieved.

PUBLIC WORKS.

SECTION I.—Organization.

Officer in charge.

89.—(a) The officer placed in charge of a public work, or group of public works, shall be called the officer in charge; and the work or group of works shall constitute a "relief charge."

(b) The officer in charge shall, whenever possible, not be of less standing than an assistant collector, or an officer of similar standing on the regular establishment of the Government.

Responsibility of officer in charge.

90.—The officer in charge shall be responsible for the general conduct of the work, both administrative and professional, and for the organization of the people

with a view to the preservation of order and the distribution of relief. He shall pay special attention to the following matters :—

RELIEF WORKS.

- (1) the prompt admission and registration of applicants ;
- (2) the classification and treatment of workers and dependants ;
- (3) the provision of tools and shelter ;
- (4) the correctness and proper payment of wages ;
- (5) the provision of sufficient small coin ;
- (6) the market arrangements and the supply of food ;
- (7) the adequate supply of good water and the proper disinfection of wells ;
- (8) the hearing and investigation of complaints, daily and at a fixed time ;
- (9) the hospital and sanitary arrangements ;
- (10) the care of children and infirm persons presenting themselves at the work ;
- (11) the prompt submission of accounts and reports ;
- (12) the immediate report to the district engineer and to the Collector of the outbreak of any epidemic disease, and the adoption of necessary measures of segregation and treatment pending the receipt of orders ;
- (13) the separation of the weakly from the able-bodied and the formation of weakly gangs, or the individual tasking of weakly persons under paragraph 104 of this code ;
- (14) the prompt relief of new comers ;
- (15) the adjustment of the task.

91.—The relief workers' camps shall be selected with special regard to sanitary conditions, concerning which the sanitary and medical officers of the district or province shall, if possible, be consulted.

Camps.

92.—No relief work shall be opened until :—

- (a) a satisfactory supply of drinking water for the labourers is secured ;
- (b) provision for the immediate isolation of cases of cholera, small-pox, relapsing fever, or other epidemic disease is made.

Drinking water.

Isolation of cases of epidemic disease.

93.—In the neighbourhood of a town suitable arrangements shall be made for latrines. In the open country it will ordinarily be sufficient for the workers to place a line of yellow flags at a distance of not less than 150 yards from the work and from the head quarters camp, within which the ground shall not be defiled. But in all cases suitable latrines shall be provided for the hospital patients and also for the use of the staff.

Sanitary arrangements.

94.—If cholera breaks out on a work, the following procedure shall be adopted :—

Procedure in the case of cholera.

- (a) all probably infected materials, such as old clothes, rags, &c., belonging to the sufferers or those in contact with them, shall, if possible, be destroyed, or at any rate be thoroughly disinfected. *Chhappars* and small huts, and all materials used for bedding shall be burned ;
- (b) the charges shall be broken up into as small gangs as is compatible with supervision and discipline ; and
- (c) the gangs so formed shall either be transferred to a new public work at a distance from the infected area, or returned to their respective villages for employment there.

95.—(a) If the gangs are transferred to another public work, the following procedure shall be adopted :—

- (i) the water supply on the new ground shall be carefully selected and rigidly protected, advance parties being sent for the purpose ;

RELIEF WORKS.

- (ii) the new site shall be kept scrupulously clean ;
- (iii) every case of epidemic disease shall be isolated as it occurs.

(b) If the gangs are transferred to their respective villages, they shall be directed to attend on specified dates at specified civil works, if such are or can be opened near the villages, or at aided private works ; and they shall be provided in advance with the allowances prescribed by paragraph 134 of this code, until the date fixed for attendance on such works.

Supply of food and
market arrangements.

96.—(a) The Collector shall take steps to ensure the provision of a sufficient supply of food for all public works.

(b) When it is necessary to have a market for the supply of food at a public work, the officer in charge shall see :—

- (i) that the shopkeepers are provided with suitable and healthy accommodation, as near the dépôt or treasury guard as possible ;
- (ii) that the weights and measures used are fair ;
- (iii) that the articles supplied are fit for human food ;
- (iv) that the prices current on the work are written up and notified daily in the market ;
- (v) that the market is properly guarded.

Report to be made
when prices current are
excessive.
Weekly progress re-
turn.

If it appear to the officer in charge that the prices current are, or are likely to become, excessive, he shall report the matter to the Collector.

97.—The officer in charge shall prepare for each work a progress return in form C-III, for each week ending on Saturday night, and forward it to the district engineer, who shall compile an abstract also in form C-III, for the whole district and send copies immediately to the Collector, executive engineer, superintending engineer, Commissioner and Chief Engineer. From the district abstracts the Chief Engineer shall prepare his provincial abstract in form C-IV, for the information of the Local Government, [see paragraph 69 (b).]

Monthly report.

98.—The officer in charge shall at the same time prepare and submit to the Collector a general report on the working of the charge for the same period. The following subjects are suggested for guidance in preparing this report :—

- (a) the physical condition of the people on the work and of those seeking relief, the condition of the new comers and children being specially noted ;
- (b) the condition of the weakly gangs and of weakly persons individually tasked under paragraph 104 of this code, and the percentage they bear to the total number of workers ;
- (c) the percentage of the full wage earned ;
- (d) the sufficiency, or otherwise, of the stock of tools and of the shelter provided ;
- (e) the sufficiency, or otherwise, of the staff ;
- (f) the sufficiency, or otherwise, of the supply of small coin ;
- (g) the condition of the food supplies and market arrangements ; the prices actually current on or in the neighbourhood of the works ; and the prices used as the basis for converting the wages into cash ;
- (h) the condition of the water supply ;
- (i) any other information which it is expedient to communicate to his superiors.

A copy of this report shall be submitted to the district engineer.

SECTION 2.—Admission and classification of workers.

At least one of applicants
must be taken to the

99.—At every work a place indicated by a conspicuous flag shall be fixed for the admission of applicants, and shall be visited twice a day, morning and evening, by the officer in charge. A subordinate shall be in attendance throughout the day to classify and register the applicants and draft them to the relief work.

100.—The workers shall be classified as follows :—

- | | | | |
|---|-----|-----|-----------|
| A.—Mates and special gangs | ... | ... | Men only. |
| B.—Adults employed on digging, or some equivalent labour | ... | { | Men. |
| | | | Women. |
| C.—Adults employed on carrying, or some equivalent labour | ... | { | Men. |
| | | | Women. |
| D.—Children of both sexes between the ages of 10 and 14 years,
who are able to work. | | | |

Explanation.—Sweepers, water-carriers and others on the menial staff shall be included in the establishment of the charge and shall receive the rates of pay laid down in appendix C.

SECTION 3.—Charges and gangs.

101.—A relief charge shall ordinarily contain not more than 5,000 workers. In the case of works which will not accommodate 5,000 workers, the limiting number shall be fixed by the district engineer, in consultation with the Collector. Any new comers in excess of these numbers shall be registered and drafted to a different part of the same work or to another work in the neighbourhood.

It may sometimes be convenient to form skeleton charges, within which applicants for relief may be "ganged" on arrival.

102.—(a) The number of workers in a gang shall generally be about 50, and in no case exceed 100. Members of a family, including their dependants, shall be in the same gang, and residents of the neighbourhood shall, as far as possible, be "ganged" together ;

(b) The members of a gang shall be directed to elect their own mate. If they fail to select a suitable man, the officer in charge shall make the appointment.

103.—New comers shall ordinarily be put in separate gangs for the first fortnight, or if they have not then become accustomed to the work, for such longer period as may be necessary.

104.—All weakly persons shall be separately "ganged," unless they would thereby be separated from their natural protectors, in which case the weakly persons may be "ganged" with the able-bodied, but they shall then be individually tasked.

105.—Members of aboriginal tribes and immigrants from native states shall, as far as possible, be put in separate gangs.

Note.—Weavers unfit for the ordinary task will, as far as possible, be formed into separate gangs [vide paragraph 184 (vi) of this code.]

SECTION 4.—Tasks.

106.—(a) The standard task for workers in class B (diggers) shall be three-fourths of the task commonly performed at the time of the year by labourers in ordinary times, and, if workers in classes C and D are employed on digging or some equivalent labour, their task shall be respectively two-thirds and one-third of the task of class B.

NOTE.—Women diggers should receive the full wage for two-thirds of the task done by men.

(b) The standard task of carriers in classes C and D shall be 10,000 cubic feet and 5,000 cubic feet, respectively, carried over 1 foot of reduced lead.

NOTE.—The reduced lead is obtained by adding to the number of feet in the horizontal lead 72 for the initial effort and 12 times the number of feet in the vertical lift in excess of 3 feet (for which allowance is made in the initial effort). The number of cubic feet to be carried will then be 10,000 or 5,000 divided by the reduced lead.

For illustrations refer to section X of appendix C.

107.—The Collector shall have power, with the previous sanction of the Commissioner, to vary the standard task from time to time. As paragraph 104 ensures the separation of weakly gangs or individual tasking of weakly persons this power of varying the task will be the most effective means of relaxing or tightening the conditions of relief. The task should be reduced on the appearance of any signs of deterioration among the workers generally, particularly in the hot weather. It may safely be raised, if the workers are in good condition and relief work appears to be unduly attractive. The task should be raised in this way when the approach of the rains makes it desirable to divert labour to the fields.

The charge.

Composition of
gangs.

Mates.

New comers.

Weakly persons.

Aboriginal tribes,
immigrants, &c.

Standard task.

Variations of the
standard task.

RELIEF WORKS.

Adjustment of the task.

Allotment of the task.

Task of new comers.

Task of weakly gangs.

108.—The officer in charge shall decide what is the class of soil, or other local condition of the task; and adjust the task accordingly.

109.—If possible, the individual shall be separately tasked. If this be impossible, the digger with his carriers shall be separately tasked. And if this be impossible, the task shall be allotted to sub-gangs of from 12 to 24 workers.

110.—New-comers shall, for the first fortnight, or until they are fit to enter the ranks of the workers, be individually tasked; the task shall be pitched low at the outset, being raised gradually as the new comers improve in dexterity and physical condition.

111.—Weakly gangs and weakly persons in able-bodied gangs shall be required to do only half the task laid down in paragraph 106, or of such other task as may be fixed by the Collector under paragraph 107. No attempt to apportion the task to the strength of the workers shall be made. If any persons are so weak as to be unable to do this half task, they shall be given such work as clod-breaking and given the allowance fixed for dependants (see paragraphs 127, 128).

NOTE.—Members of aboriginal tribes and weavers unfit for the ordinary task will be given a special task [vide paragraphs 181 and 184 (6) of this code].

SECTION 5.—Payment and measurement.

Payment by results.

112.—(a) The able-bodied workers shall be paid according to results, that is to say if no work is done, they will get no pay. But full wages shall be given for work which does not fall short of the full task by more than 5 per cent., provided that the short work is not due to contumacy.

Weakly gangs.

(b) The wages of weakly gangs, or of weakly persons individually tasked under paragraph 104 of this code, shall in no case be permitted to fall below the scale of allowances fixed for dependants.

(c) If delay occurs in starting work or if, owing to an unexpected influx of workers or insufficiency of staff, a work becomes disorganized, the Commissioner may direct that the allowances for dependants shall be given to all comers. The Commissioner shall immediately report any such action to the Famine Commissioner. See also paragraph 134 of this code.

Daily payment.

113.—Payment shall be made in all cases daily.

Distribution of wages.

114.—Payment shall be made to the individual, or jointly to the gang, according as the task has been allotted. When payment is made jointly to the gang, it shall be made in the presence of all members of the gang to a person chosen by themselves from their own number.

Rest-day.

115.—(a) No work shall be allowed on Sunday.

Rest-day allowance.

(b) No rest-day allowance shall be given without the specific sanction of the Commissioner, who shall report to the Famine Commissioner the fact of sanction having been accorded. When sanction to the distribution of a rest-day allowance has been given under this section, workers and dependants shall receive for Sunday the allowance prescribed by paragraph 135 of this code. The allowance shall be paid with Saturday's wages.

SECTION 6.—Dependants on works.

Admission.

116.—Dependants shall be relieved on all public works; but, before admitting dependants to relief, the officer in charge shall satisfy himself that they are both unable to work and really depend on a worker on the work.

Classification.

117.—On admission dependants shall be classified as follows:—

- | | |
|---|--------------------|
| E.—Adult persons, including hospital patients and persons attending them. | { Male.
Female. |
| F.—Children between the ages of 10 and 14, who are incapable of labour. | |
| G.—Children under 10 years and over 7 years of age. | |
| H.—Children under 7 years, but not in arms. | |
| I.—Children in arms. | |

Work for dependants.

118.—Dependants on works shall be employed on grinding corn, cleaning the camp or other light duties.

119.—If the number of dependants interferes with the discipline on the works, or is otherwise inconvenient, the Collector shall have power to return them to their villages and to bring them on the gratuitous relief list, provided that children are in no case separated from their guardians.

120.—Allowances given to dependants shall be shown in the accounts as gratuitous relief. Hospital patients and their attendants, although classed as dependants, will receive no gratuitous relief, the cost of feeding them being met by the medical officers as a provincial medical charge.

NOTE TO SECTION 6.—In the famine of 1908 an experiment was tried in four districts of paying the workers a wage somewhat higher than that allowed by the code, and withholding gratuitous relief to their dependants. The system was not in operation long enough to justify any conclusion of value. The Government of India have no objection to the repetition of the experiment but it would have to be very carefully watched, and to be intralaced only in districts where the distress is not very severe, and then only after the express sanction of the Government has been obtained.

VILLAGE WORKS.

121.—Private works, whether aided or unaided, shall be managed exclusively by the persons who have undertaken partial or complete responsibility for them. But aided private works shall be conducted in accordance with the conditions of any agreement that may have been made in regard to them, and shall be periodically inspected with a view to seeing that such conditions have been carried out. The persons undertaking private works shall submit to the Collector weekly a return in form D-1, showing the number of persons on the works.

122.—(a) Civil works shall be carried out either by non-official agency, that is to say by the agency of respectable landholders, or the local relief committee, or other persons residing in the neighbourhood of the selected work, under the control of the Collector and his subordinates; or by official agency appointed by the Collector.

(b) If the pressure on civil works is likely to be so great as to outweigh the non-official or official agency at the disposal of the Collector, such works may be transferred to the public works department, for management on the principles herein laid down for civil works.

123.—The general principles laid down for public works in sections 1 to 6 of this chapter shall (*mutatis mutandis*) apply as far as possible to civil works, but:—

(a) the standard task for workers in class B (diggers) shall be the full task commonly performed at the time of the year by labourers in ordinary times, and if workers in classes C and D are employed on digging or some equivalent labour, their task shall be respectively two-thirds and one-third of the task of class B;

Note.—Women diggers shall receive the full wage for two-thirds of the task done by men.

(b) payment shall be made at such intervals as the Local Government or Famine Commissioner may prescribe, but not less often than twice a week;

(c) no dependants shall be relieved except under special orders of the Local Government.

NOTES.—(1) In districts where the rest-day allowance has been sanctioned by the Commissioner under paragraph 115 (b), workers on civil works will receive the rest-day allowance.

(2) Working mothers on all civil works will receive an extra pie for their own infants in arms.

124.—Where village works are likely to be numerous they shall be supervised by a village works inspector, who shall ordinarily be nominated by the superintending engineer, but shall work entirely under the orders of the Collector.

DRAFTING.

125.—The Collector shall have power to draft workers from public to civil or, with the consent of the managers, to private works, or, *vice versa*; or, with the object of finding more useful or fresh employment, or to avoid infection, to works in another part of the district. In selecting workers who are to be drafted, regard shall be had to the number of women, children and infirm persons dependent on, or belonging to, them, and to the distance of the works.

RELIEF WORKS.
Elimination.

Account.

Private works.

Civil works.

Procedure.

Village works in-
spector.

Power to draft.

RELIEF WORKS.
Procedure.

126.—The officer in charge of the work from which a draft is despatched to another work shall observe the following procedure :—

- (1) The draft shall ordinarily consist of not less than a full gang.
- (2) A nominal roll of men, women and children shall be sent with each draft, with a statement of the reason for sending it.
- (3) The draft shall be placed in charge of a trustworthy official, who shall be given money sufficient to support the persons in it until they reach the work to which they are consigned.
- (4) On reaching the work to which the draft is consigned the official in charge of the draft shall make over the persons included in it, with their nominal roll, to the officer in charge of that work, who shall at once compare the nominal roll with the draft, and satisfy himself that the draft has been properly paid in transit.
- (5) If the receiving officer finds everything in order, he shall sign the nominal roll and return it, after certifying the expenditure, to the official in charge of the draft.
- (6) If the draft does not correspond with the nominal roll, the receiving officer shall note the differences, and cause the official in charge of the draft to explain them, and shall then transmit the nominal roll and the explanations to the despatching officer.
- (7) If complaints of ill-treatment or insufficient feeding are made by any persons in the draft the receiving officer shall investigate them and shall note his finding on the nominal roll, and in the case of insufficient feeding he may refuse to certify the whole or any portion of the expenditure.
- (8) Before despatching a draft of more than 300 persons, the despatching officer shall give timely warning by special messenger to the receiving officer.

CHAPTER VII.—WAGES AND ALLOWANCES.

127.—The principle of the wage scale is that the famine wage should be the lowest amount sufficient to maintain healthy persons in health. Persons who are not in health when they come on the works should be treated specially, see paragraph 112 of this code.

Wage scale.

128.—(a) The following wage scale shall be adopted on all public works :—

<i>Workers.</i>					
A.—Mates and special gangs	One pice more than class B.
B.—Diggers	... {	Male	18 chhataks.
		Female	
C.—Carriers	... {	Male	14 „
		Female	
D.—Working children		10 „
<i>Dependants.</i>					
E.—Adult	... {	Male	12 chhataks.
		Female	10 „
Non-working children—					
F.—Over 10, but under 14 years		8 „
G.—Over 7, but under 10 years		6 „
H.—Under 7, but not in arms		4 „
I.—Children in arms		3 „ or one pice extra to the mother.

NOTE.—If cooked food is given, the price of the ration, including the allowance of salt, oil, condiments, fuel, &c., should equal the price of the grain allowance prescribed in the above table, which includes a margin for these articles.

(b) On civil works the wages shall be less than on public works; but the difference shall not exceed 25 per cent.

(c) On private works, whether aided or unaided, the persons undertaking the work shall make their own terms with the labourers.

(d) On test works the wage for females in classes B and C shall be one pice less than the corresponding wage for males.

129.—Wages shall be paid in cash unless the Local Government otherwise directs. They shall always be paid in terms of full pice. See appendix C-XI.

130.—(a) The basis of conversion shall be the price prevailing in the nearest bazar of the cheapest grain in common use, not flour, but grain cleaned for sale. The price basis shall be fixed by the Commissioner, and shall not be altered on account of small variations in market prices. But to meet sudden and sharp oscillations in market prices, the Collector shall have power to alter the basis within a limit of 20 per cent., reporting his action by telegram to the Commissioner.

(b) The Local Government shall have power, for reasons to be recorded in writing, to vary the prescribed wage scale by increasing or decreasing the scale laid down in the wage table appended to this chapter by one pice either for all classes or for any special class, and this power may be delegated to the Famine Commissioner with the previous sanction of the Government of India.

The power of decreasing the scale shall not ordinarily be exercised unless it is desired to induce workers to return to their homes at the beginning of the rains.

The power of increasing the scale shall not ordinarily be exercised unless:—

(i) the physical condition of the people has so deteriorated that the ordinary famine wage is not sufficient to restore or even to maintain the strength of the labourers; or

(ii) owing to the low price of grain the ordinary wage is insufficient to cover the cost of oil, condiments, fuel, &c.; or

(iii) the conditions of work are of such an extremely trying kind that a somewhat higher wage seems required.

131.—Dependants shall ordinarily receive their allowances in cash, unless the Famine Commissioner directs the substitution of cooked food. The allowance for a child in arms shall be given to the mother in addition to her own wage.

Proviso.—If any sign of insufficient nourishment appears among the children, cooked food shall at once be given them instead of the cash dole.

132.—If a birth occurs on a public or civil work, the mother shall be given one rupee for medical comforts, and shall be permitted to absent herself, and shall receive the dependant's allowance until such time as the hospital assistant may certify her as fit to work.

133.—Any person who arrives on a public or civil work in an emaciated condition shall at once be given the dependant's cash dole or a meal of cooked food. And any such person, who is not entitled under paragraph 116 of this code to remain on the work, shall be supported until he can be sent to a poorhouse or be otherwise provided for.

134.—The allowance for dependants shall be given to workers and dependants on all public works, and to workers on civil works, whether in a "famine" or a "scarcity" district, for any day—

(a) occupied in registration, marching, medical inspection, or the like;

(b) on which work is stopped, as for instance on account of weather;

(c) on which a worker has obtained leave of absence from the work.

135.—The rest-day allowance, where given in accordance with paragraph 115, shall be that provided for dependants under paragraph 128 of this code. It shall not be given to those who have been less than three days on the works unless they are members of a weakly gang or are weakly persons in an able-bodied gang individually tasked under paragraph 104 of this code.

WAGES AND ALLOWANCES.

Cash payment.

Price basis.

Variation of wage scale.

Dependants' allowances.

Birth on the work.

New comers.

Off-day allowance.

Rest-day allowance.

Price of grain in sérs per rupee.	Workers.				Dependants.					
	A. Special.	B. Diggers	C. Carriers	D. Working children	Adults		Non-working children.			
	One pice more than class B.	18 chhataks.	14 chhataks.	10 chhataks.	E. Male 12 chhataks.	E. Female 10 chhataks.	F. 10 to 14 years 8 chhataks.	G. 7 to 10 years 6 chhataks.	H. Under 7 years but not in arms 4 chhataks.	I. Infants in arms 3 chhataks.
Sérs.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.	Pice.
5	15	14	11	8	10	8	7	5	3	3
5½	14	13	10	8	9	8	6	5	3	2
6	13	12	10	7	8	7	5	4	3	2
6½	12	11	9	6	8	6	5	4	3	2
7	11	10	8	6	7	6	5	4	2	2
7½	11	10	8	6	7	6	4	3	2	2
8	10	9	7	5	6	5	4	3	2	2
8½	10	9	7	5	6	5	4	3	2	2
9	9	8	6	5	6	5	4	3	2	2
9½	9	8	6	4	5	4	4	3	2	1
10	8	7	6	4	5	4	3	3	2	1
10½	8	7	5	4	5	4	3	2	2	1
11	8	7	5	4	5	4	3	2	2	1
11½	7	6	5	4	4	4	3	2	2	1
12	7	6	5	4	4	3	3	2	1	1
12½	7	6	5	3	4	3	3	2	1	1
13	7	6	4	3	4	3	3	2	1	1
13½	7	6	4	3	4	3	3	2	1	1
14	6	5	4	3	4	3	2	2	1	1
14½	6	5	4	3	3	3	2	2	1	1
15	6	5	4	3	3	3	2	2	1	1
15½	6	5	4	3	3	3	2	2	1	1
16	6	5	4	3	3	3	2	2	1	1

NOTE.—In this table one-third of a pice and fractions over one-third are taken as a full pice; fractions less than one-third of a pice are omitted. Prices should always be taken in half sérs, four chhataks or over being reckoned as half a sér and anything less than four chhataks being left out of account. Thus, when the bazar price is from $7\frac{1}{2}$ to $8\frac{1}{2}$ sérs inclusive it should be taken at 8 sérs, from $6\frac{1}{2}$ to $8\frac{1}{2}$ inclusive at $8\frac{1}{2}$ sérs, from $8\frac{1}{2}$ to $9\frac{1}{2}$ inclusive at 9 sérs, and so on.

CHAPTER VIII.—GRATUITOUS RELIEF IN VILLAGES AND AT STATE KITCHENS.

GRATUITOUS RELIEF IN VILLAGES AND AT STATE KITCHENS.
General.

136.—Success in the regulation of gratuitous relief depends upon careful village organization, and the free use of non-official agency under proper supervision. Gratuitous relief should be regulated by individual selection alone; and no reliance should be placed upon self-acting tests of any kind. Strictness in selection is necessary at the outset, but the distribution of relief should be timely. The only distinction between "famine" and "scarcity" districts in respect of gratuitous relief is that in "scarcity" districts, where the need is less acute, the numbers admitted to relief should be fewer. In the rains a considerable extension of gratuitous relief will ordinarily be required.

137.—The following classes of persons shall be eligible for gratuitous village relief, provided that they have no relatives able, and by the custom of the country bound, to support them:—

Persons eligible.

- (a) idiots and lunatics;
- (b) cripples;
- (c) blind persons;
- (d) all persons who, from age or physical infirmity, are incapable of earning their living;
- (e) all persons whose attendance on the sick or on infant children in their own homes is absolutely necessary;
- (f) women of respectable birth who are debarred by national custom from appearing in public and are unable to provide themselves with sufficient food;
- (g) men of respectable birth who are unable to earn a livelihood and are in danger of starvation.

NOTE.—No woman eligible under class (f) for gratuitous relief shall be compelled to disclose her name.

138.—In checking the gratuitous village relief list, the following procedure shall, as far as possible, be observed:—

Checking the list.

- (i) The circle or supervising officer shall intimate to the landlord, or his local agent, his intention of visiting the village on a certain date and request him to be present. He shall also request that people living in outlying hamlets may be assembled in the main village on the day fixed.
- (ii) On arriving at the village, the circle or supervising officer shall assemble the patwari, the village headman, the landlord or his agent, the chaukidar and the respectable inhabitants, and call for the list prepared under paragraph 55 of this code.
- (iii) The circle or supervising officer shall then proceed to ascertain the population of the village, the numbers present and absent, and the causes of the absence of individuals.
- (iv) The numbers accounted for shall be divided into two classes—(a) men and women of respectable birth; and (b) all other persons:—
 - (a) Men and women of respectable birth who, after enquiry from the persons present, are found to be unable to provide themselves with sufficient food, and to have no relatives able, and by the custom of the country bound, to support them, shall be brought on the list.
 - (b) Other persons needing relief will fall into two classes:—
 - (1) persons able to work;
 - (2) persons unable to work, either from physical weakness or from having young children or sick people to look after. This class will be mostly women and children.

GRATUITOUS RELIEF IN VILLAGES AND AT STATE KITCHENS.

Persons of class (1) shall be directed to go to the nearest relief work, being given, if required under paragraph 86 of this code, an order of admission. Persons of class (2) who are found to have no relatives able, and by the custom of the country bound, to support them, shall be brought on the list.

(v) Persons who are only temporarily incapacitated for labour by sickness or privation shall be brought on the list for such time only as the incapacity may remain.

(vi) Persons who possess able-bodied male relatives not in receipt of relief shall not be admitted to gratuitous relief, unless the circle or supervising officer is satisfied that special circumstances warrant such indulgence.

(vii) The list framed as above shall be made over to the patwari of the village who shall produce it for inspection when required.

NOTE.—Experience has shown that, except at the periods of greatest pressure and during the rains, gratuitous village relief is not required by more than 3 per cent. of the population of a tract affected by famine. It must be understood that this proportion is only an index for general guidance, and not a standard or a limitation.

Relief ticket.

139.—A ticket, in form E—II, dated, signed by the circle officer and bearing a serial number corresponding to that in the list, shall be given to each person entered on the list, showing the relief to which he or she is entitled, and the name of the person from whom such relief is to be received.

Distribution.

140.—The allowances shall be the same as those for dependants on works, and except in the case of aboriginal tribes (paragraph 183), shall ordinarily be given in cash, and distributed at least once a fortnight. But, for special reasons, the Local Government may direct that in any relief circle, or for any class, the distribution shall be made in the form of uncooked rations or of cooked food at state kitchens. During the rains the circle served by a kitchen should not extend beyond the village in which the kitchen is situated.

Distributing agency.

141.—(a) The distributing agency shall be, at the discretion of the Collector, the landlord, or the headman or other respectable resident of the village or of an adjoining village, or the local relief committee, if any, or a panchayat of respectable persons, or the patwari.

(b) If the relief is distributed in money, a permanent advance shall be given to the distributor.

(c) If the relief is distributed in the form of rations, arrangements for their supply may be made with the contractor appointed under paragraph 193 of this code.

Relief in urgent cases.

142.—The distributor shall give relief, in urgent cases, to persons not on the list, pending the next visit of the circle officer.

Correction of list.

143.—Each village shall be visited at least once a fortnight by the circle officer or other relief officer, who shall scrutinize the list, muster the recipients other than women of respectable birth who are debarred by national custom from appearing in public, remove from the list persons who have become fit for work, and bring on the list the names of other persons eligible for gratuitous village relief under the preceding rules.

Work in return for relief.

144.—The recipients of gratuitous village relief, if able to labour, may be required to perform work suitable to their condition, such as spinning cotton or winding silk.

Relief in towns.

145.—The administration of gratuitous relief in towns and cities shall be conducted, as far as possible, on the principles laid down above. The Collector shall associate with himself committees of respectable residents, through whom, as far as possible, the lists shall be prepared and the relief distributed.

146.—The patwari or village headman or other distributor of gratuitous village relief, in any local area to which a starving wanderer may come, shall give the wanderer such food or money as may be necessary, and shall as soon as he is fit to travel send him to the nearest poorhouse, relief work, or police-station. Sums expended under this section, as also sums expended by the police under paragraph 48, shall be treated as expenditure on gratuitous village relief. The cost of food or cash payment in lieu thereof shall not exceed the dependant's allowance prescribed in paragraph 128 (a).

GRATUITOUS RE-
LIEF IN VILLAGES
AND AT STATE
KITCHENS.

Starving wanderers.

GRATUITOUS RELIEF
IN VILLAGES AND
AT STATE KITCHENS.

(28)

READY RECKONER.—For calculating gratuitous relief for 7 days.

No. of persons.	@ 1 Pice.		@ 2 Pice.		@ 3 Pice.		@ 4 Pice.		@ 5 Pice.		@ 6 Pice.		@ 7 Pice.		@ 8 Pice.									
1	0	1	9	0	3	6	0	5	3	0	7	0	0	8	9	0	10	6	0	12	3	0	14	0
2	0	3	6	0	7	0	0	10	6	0	14	0	1	1	6	1	5	0	1	8	6	1	12	0
3	0	5	3	0	10	6	0	16	9	1	6	0	1	10	3	1	15	6	2	4	9	2	10	0
4	0	7	0	0	14	0	1	6	0	1	12	0	2	3	0	2	10	0	3	1	0	3	8	0
5	0	8	9	1	1	6	1	10	3	2	3	0	2	11	9	3	4	6	3	13	3	4	6	0
6	0	10	6	1	6	0	1	15	6	2	10	0	3	4	6	3	15	0	4	9	6	6	4	0
7	0	12	3	1	8	6	2	4	9	3	1	0	3	13	3	4	9	6	5	6	9	6	2	0
8	0	14	0	1	12	0	2	10	0	3	8	0	4	6	0	5	4	0	6	2	0	7	0	0
9	0	15	9	1	15	6	2	15	3	3	15	0	4	14	9	5	14	6	6	14	3	7	14	0
10	1	1	6	2	3	0	3	4	6	4	6	0	5	7	6	6	9	0	7	10	6	8	12	0
11	1	8	3	2	6	6	3	9	9	4	13	0	6	0	3	7	3	6	8	6	9	9	10	0
12	1	5	0	2	10	0	3	16	0	6	4	0	6	9	0	7	14	0	9	3	0	10	8	0
13	1	6	9	2	13	6	4	4	3	5	11	0	7	1	9	8	8	6	9	15	3	11	6	0
14	1	8	6	3	1	0	4	9	6	6	2	0	7	10	6	9	3	0	10	11	6	12	4	0
15	1	10	3	3	4	6	4	14	9	6	9	0	8	3	3	9	13	6	11	7	9	13	2	0
16	1	12	0	3	8	0	5	4	0	7	0	0	8	12	0	10	8	0	12	4	0	14	0	0
17	1	13	9	3	11	6	5	9	3	7	7	0	9	4	9	11	2	6	13	0	3	14	14	0
18	1	15	6	3	15	0	6	14	6	7	14	0	9	13	6	11	13	0	13	12	6	16	12	0
19	2	1	3	4	2	6	6	3	9	8	5	0	10	6	3	12	7	6	14	8	9	16	10	0
20	2	3	0	4	6	0	6	9	0	8	12	0	10	15	0	13	2	0	15	5	0	17	8	0
25	2	11	9	5	7	6	8	3	3	10	15	0	13	10	9	16	6	9	19	2	3	21	14	0
30	3	4	6	6	9	0	9	13	6	13	2	0	16	6	6	19	11	0	22	15	6	26	4	0
35	3	13	3	7	10	6	11	7	9	15	5	0	19	2	3	22	16	6	26	12	9	30	10	0
40	4	6	0	8	12	0	13	2	0	17	8	0	21	14	0	26	4	0	30	10	0	35	0	0
45	4	14	9	9	13	6	14	12	3	19	11	0	24	9	9	29	8	6	34	7	3	39	6	0
50	5	7	6	10	15	0	16	6	6	21	14	0	27	5	6	32	13	0	38	4	6	43	12	0
55	6	0	3	12	0	6	18	0	9	24	1	0	30	1	3	36	1	6	42	1	9	48	2	0
60	6	9	0	13	2	0	19	11	0	26	4	0	32	13	0	39	6	0	45	15	0	52	8	0
65	7	1	9	14	3	6	21	5	3	28	7	0	35	8	9	42	10	6	49	12	3	56	14	0
70	7	10	6	15	5	0	22	15	6	30	10	0	38	4	6	45	15	0	53	9	6	61	4	0
75	8	8	3	16	6	6	24	9	9	32	13	0	41	0	3	49	3	6	57	6	9	65	10	0
80	8	12	0	17	8	0	26	4	0	35	0	0	43	12	0	52	8	0	61	4	0	70	0	0
90	9	13	6	19	11	0	29	8	6	39	6	0	49	3	6	59	1	0	68	14	6	78	12	0
100	10	15	0	21	14	0	32	13	0	43	12	0	54	11	0	65	10	0	76	9	0	87	8	0
150	16	6	6	32	13	0	49	3	6	65	10	0	82	0	6	98	7	0	114	13	6	131	4	0
200	21	14	0	43	12	0	65	10	0	87	8	0	109	6	0	131	4	0	153	2	0	175	0	0
250	27	5	6	54	11	0	82	0	6	109	6	0	136	11	6	164	1	0	191	6	6	218	12	0
300	32	13	0	65	10	0	98	7	0	131	4	0	164	1	0	196	14	0	229	11	0	262	8	0

RAINS POLICY AND CLOSURE OF RELIEF.

General.

CHAPTER X.—RAINS POLICY AND CLOSURE OF RELIEF.

156.—In the interests of the country at large it is necessary to secure the re-establishment of agricultural conditions as soon as possible. It should be assumed that events will be normal when the rains have broken, and that private persons will give sufficient employment to the able-bodied. At the same time it will be necessary to extend gratuitous relief for the weak and helpless; and increased activity in village inspection will be required.

Policy before the monsoon breaks.

157.—(a) By the end of May or early in June, the people employed on large public works shall be dispersed over small public works near their homes and over village works, dependants being brought, where necessary, upon the village gratuitous relief lists.

(b) At the same time steps shall be taken to distribute charitable relief fund donations, if any, and taqavi advances for the purchase of seed and cattle. In this distribution the following procedure shall be observed :—

(i) The process of selecting the recipients shall be completed by the end of May, and their names registered, distribution of the advances being made when the money is required.

(ii) The system of taking joint bonds from the agriculturists of a village for the repayment of taqavi advances shall, as far as possible, be adopted.

Policy after the monsoon breaks.

158.—(a) If the people cling to the works after the monsoon has declared itself, the task shall be raised for the able-bodied workers; and dependants and weakly gangs or weakly persons individually tasked under paragraph 104 of this code shall be drafted to their homes, such of them as require help, and particularly the children, being brought upon the village gratuitous relief list.

(b) A few works shall be kept open to meet any unexpected contraction of the labour market. But all works shall be closed when the earliest principal autumn crop is ripe.

Closure.

159.—(a) As the demand for agricultural labour increases, the gratuitous relief lists shall be closely scrutinized, with a view to removing individuals who no longer require relief. When the earliest of the principal autumn crops has been gathered the process of closure shall be more general, whole villages being struck off the list at a time.

(b) Poorhouses shall be kept open until the autumn harvest generally has been gathered.

Valedictory dole.

160.—(a) When gratuitous relief of any kind is discontinued, the recipients of it shall be given a valedictory dole or allowance sufficient to support them for about a fortnight. Similar doles may be given on the break up of the works to workers in severely distressed districts by order of the Local Government or of the Famine Commissioner.

(b) After the people on relief have been dismissed with a valedictory dole, it is no longer necessary to show them in the weekly reports and returns as on relief. But for the purpose of calculating the unit cost of relief throughout the famine, famine operations should be treated as having closed on the expiration of the period for which the doles were granted.

CHAPTER XI.—ORPHANS.

General.

161.—The Collector shall be, in times of famine, the temporary guardian of children who are found deserted in his district. He shall be responsible for the care of them and shall not surrender them except to their natural protectors or, failing these, to respectable persons of the same religion who are willing to adopt them, until a sufficient period has elapsed after the close of the famine to enable full enquiry for the natural protectors of the children to be made. This period may be put at three months.

State orphanages.

162.—At each sub-divisional and district headquarters separate accommodation for orphans shall be provided in an orphanage which may be near the poorhouse or a children's kitchen and under the same control and supervision.

163.—Children abandoned by their parents or guardians shall, if old enough, be sent to a suitable relief work and, if too young to work, shall be admitted to the nearest orphanage, provided arrangements cannot be made for relieving them in the village to which they belong. Boys over 10 years of age shall be kept apart from the other orphans.

164.—(a) At each orphanage a register in form H—I shall be kept of all children admitted to the orphanage, and in it all the information procurable as to the parentage and residence of the children shall be entered, in order to facilitate the discovery of their parents or natural protectors, with a view to the future restoration of the children to them.

(b) Detailed information as to the way in which each child has been disposed of shall also be entered in this register.

165.—All orphans remaining in sub-divisional orphanages on the closing of a poorhouse or children's kitchen shall be sent to the orphanage at the headquarters of the district.

166.—(a) Efforts shall be made to discover the parents or relatives of the children, and a proceeding detailing these efforts shall in each case be recorded.

(b) If the parents or relatives cannot be traced, the children may be made over to respectable people of their own religion who are willing to adopt or support them and to submit to any enquiries regarding their condition that the Collector may desire to institute, until the children reach the age of 18 years.

167.—If within three months from the admission of a child to the orphanage referred to in paragraph 165 of this code no respectable person has adopted it, such child may be sent, with the approval of the Local Government, to an orphanage or other public institution for the care of destitute children.

Private orphanages.

168.—Before the Collector sends an orphan to an aided or unaided private orphanage he shall arrange for the manager to maintain a register giving full particulars regarding the children brought into the orphanage during the course of a famine whether received direct or through the Collector. Until three months after the close of the famine, copies of this register shall be forwarded monthly to the Collector, who shall endeavour to find the parents of the children.

(a) Free access to the children in a private orphanage shall at all times be given to the Collector and to persons claiming as parents or relatives to remove the children.

(b) If the parentage or relationship of such persons is, in the opinion of the Collector, satisfactorily established, the children shall be made over to such persons.

All orphanages.

169.—An unclaimed child in any orphanage shall not be removed from the district in which it was found until three months after the close of relief operations in the district.

ORPHANS.
Accommodation.Children abandoned
by their parents. or
guardians.Register of admis-
sions.Disposal of orphans
in sub-divisional or-
phanages.

Adoption.

Children unclaimed
after three months.

Report of admissions.

Free access.

No removals for three
months after the close
of famine.**CHAPTER XII.—THE HILL DISTRICTS.**

170.—The rules for the administration of famine relief contained in the preceding chapters require to be modified in their application to the hill districts. No hard-and-fast rules can be laid down, but the general principle to be observed is that a fairly free hand should be allowed to Collectors acting under the supervision and control of the Commissioner. Subject to that general principle the following rules are indicated for guidance.

Persons in class (b) shall be conducted to the ordinary relief works, or, if they are unwilling to go, shall be employed as indicated in paragraph 177 of this code.

Persons in class (c) shall be relieved, either by employment as persons in class (b), or by the sale of grain at specially low rates in quantities sufficient for their requirements.

NOTE.—The provisions of the code regarding the admission to gratuitous relief shall be liberally interpreted in the case of aboriginal tribes.

179.—Village inspection shall, throughout the period of famine, be specially careful. Village inspection.

180.—Relief works opened for the tribes shall be open without restriction to all members of the tribes. Free admission to works.

181.—On such relief works individuals shall be separately tasked and the tasks shall be low. Payment shall be made in accordance with paragraph 112 of this code to the individual, and daily. System on works.

182.—The wage scale shall be fixed by the Local Government or Famine Commissioner with reference to the amount of wild produce available for food, but shall ordinarily be that in force on village works, and shall in no case fall short of that prescribed in paragraph 128 of this code by more than one-third. It shall not be altered except to meet very great changes in prices. If possible, wages shall be paid half in cash and half in grain; and the Local Government or Famine Commissioner shall fix a limit below which the wages shall not be permitted to fall. Wages.

The allowances provided by paragraphs 134 and 135 of this code shall in all cases be given on such scale as the Local Government or Famine Commissioner may fix. Rest-day allowance, &c.

183.—(a) The gratuitous relief allowance shall be fixed by the Local Government or Famine Commissioner with reference to the amount of wild produce available for food, but shall in no case fall short of the allowance prescribed in paragraph 128 of this code by more than one-third. The allowance shall ordinarily be given in grain. Gratuitous relief

(b) Gratuitous relief shall be liberally extended in the rains to all who are unable to work or to find employment.

CHAPTER XIV.—SPECIAL RELIEF TO ARTIZANS.

184.—(1) Distressed weavers shall, if possible, be given special relief in their own craft if their sole occupation is weaving and if they are— Relief to weavers.

(a) unfitted by the practice of their profession and hereditary habits for hard outdoor labour, or

(b) physically incapable of earning a sufficient livelihood on relief works, or

(c) unable to submit to the labour test on relief works without risk of impairing their manual skill or the delicacy of touch necessary for their own craft.

(2) Special relief shall be organized only where the weavers reside in considerable numbers in the same town or village or in a group of adjacent towns or villages.

(3) The admission to special relief shall be regulated by personal enquiry and selection.

(4) Special relief shall be administered, as far as possible, through non-official agency. The relief shall be, as far as possible, administered direct to the workers and not through the agency of middlemen.

(5) Weavers admitted to special relief shall be remunerated either in accordance with the wage scale applicable to ordinary relief workers on the performance of a prescribed task or by purchase at current rates of cloth woven by

**SPECIAL RELIEF
TO ARTIZANS.**

them. If current rates are so low that a weaver cannot support himself and his family on them under the abnormal conditions of famine, they may be raised to such extent as may be necessary.

(6) If special relief is not afforded weavers shall be employed on light work; such as carrying earth or digging soft soil, and shall, as far as possible, be specially "ganged" and be tasked with due regard to their strength, usual occupation and mode of life.

Purchase of manufactured products and distribution of raw material by way of advances.

185.—(a) The Collector shall arrange for the purchase of manufactured products at market prices and, if necessary, for the distribution of raw material by way of advances.

(b) The Collector shall afterwards dispose of such manufactured products to the best advantage, crediting the sale proceeds to Government or, if relief has been dispensed from any charitable fund, to such fund.

Other artizans.

186.—The principles of paragraphs 184 and 185 of this code may be applied in the case of artizans other than weavers who are similarly circumstanced.

Advances.

187.—In cases in which it is not possible to organize relief for weavers and other artizans, advances of government money may be distributed, after personal enquiry, to individuals on such security as may be deemed sufficient or to bodies of artizans on their joint security.

CHAPTER XV.—MISCELLANEOUS.

Suspensions and remissions of revenue.

188.—In addition to the other duties required of him in time of famine, the Collector shall consider the question of suspension and remission of revenue in accordance with circular no. 6, department III, of the Board of Revenue.

Immigrants from native states.

189.—Migrants should not ordinarily be interfered with except (i) when they are obviously too weak to carry out the journey they propose; (ii) when it is known that the place to which they propose to go is unable to support them; (iii) when they are wandering aimlessly. On routes where migration is large, a regular chain of relief dépôts should be established; the duties of the officers in charge being to sell to migrants, who are able to pay, what they want in the shape of grain and fodder; to relieve the manifestly destitute; to record the volume and character of the migration; to send early information to the authorities of the localities from which, and of the countries to which, the wanderers are moving; to tell the latter where they will probably best find what they seek, and to warn them against tracts suffering from scarcity. In treating applicants for relief no distinction should be made between those who come from British territory and those who have migrated from native states. Should the volume of immigration from any native state be so large and of such a character as to indicate the want of an adequate system of famine relief in that state, the Collector should call the attention of his own Government* and of the Political Agent for the state concerned to the fact: but meanwhile he should treat the immigrants as if they were British subjects. No pressure should be put upon such immigrants to return to their homes until the Collector, after communication with the Political Agent, is thoroughly satisfied that the authorities of the native state are in a position to take over and provide for them and that there is no danger in sending them back. When the Collector is so satisfied, he should issue instructions for their collection on works and in poorhouses, as the case may be, and in communication with the Political Agent of the state concerned should make arrangements for their removal and, where necessary, for their support on the homeward journey. Such arrangements should be carried out as nearly as possible in the manner prescribed for drafting British subjects to their homes at the close of relief operations, the usual valedictory dolo being given to those who would be given it if they were British subjects.

Facilities to be afforded to persons seeking food in government forest reserves.

190.—In localities where forest produce is utilizable as human food, the Local Government shall direct that every facility compatible with the safety of the forests

* NOTE.—The Local Government, if it thinks fit, will address the Government of India on the subject.

shall be afforded by the forest officers to persons seeking such food in government forest reserves. If such forest produce has been leased out to contractors it may be necessary to cancel the leases, in which case the contractors shall receive compensation.

MISCELLANEOUS.

191.—When, in the opinion of the Local Government, any work within a famine area is of such a character, or requires to be executed with such urgency, as to demand the employment of ordinary public works labour at market rates, the Local Government may exclude such work, in whole or in part, from the operations of this code and direct that it be carried out under the ordinary rules of the public works department.

Works to be carried out at ordinary rates.

192.—(a) Without the previous orders of the Local Government no grain shall be imported by the local authorities into any tract or to any relief work. The policy followed should be strictly one of non-interference with private trade.

Attitude towards private trade.

(b) Every possible facility shall be given for the free action of private trade in time of famine, and the Local Government shall from time to time consider whether tolls on bridges and rivers shall be suspended, or whether the Government of India should be moved to reduce the rates for conveyance of grain by railway.

(c) If supplies on any relief work or in any tract run short, the local authorities may assist private trade by making recoverable advances to grain merchants, with or without interest, reporting their action for the information of the Famine Commissioner.

193.—(a) The Collector may, when necessary, select from among the dealers of the locality, and appoint for each circle, one or more contractors for the supply of food.

Contractors for grain.

(b) Each contractor shall be furnished with a list of the villages for the supply of which he is responsible. And the name and residence of each contractor shall be made known to the patwari of the village for which such contractor is responsible.

(c) When a contractor is required to furnish supplies, the tahsildar or other officer authorized by the Collector shall indent on him, noting the amount and kind of grain required, the place and date of delivery and any other information that may be necessary. Unless the Collector or sub-divisional officer order otherwise, supplies shall not be paid for in advance.

(d) The contractor shall be periodically paid on presentation of vouchers for expenditure duly signed by a person authorized in this behalf.

194.—(a) The superintendent of police shall organize a system of patrols for the lanes and bye-ways of towns and villages, and of temporary rest-houses or *sarais* on trunk and district roads, in order to conduct starving wanderers to the nearest relief work, poorhouse, police station or outpost; he shall also make arrangements to provide such wanderers with food in transit at a cost not exceeding the dependant's allowance prescribed in paragraph 128(a).

Police.

(b) Order shall, as far as possible, be preserved upon relief works by the people themselves organized to that end.

(c) The superintendent of police shall submit periodical reports to the district magistrate on the following matters:—

- (1) any increase in crime attributable to a general rise in prices or scarcity of food;
- (2) any wandering of needy, starving persons;
- (3) any emigration from, or immigration to, the area under his charge;
- (4) any unusual increase of mortality in the area under his charge;

MISCELLANEOUS.

(5) any cases of starvation or severe want;

(6) any decline in the above symptoms of scarcity.

"Starvation" deaths.

195.—The Collector should cause all "starvation" deaths entered in form B-IV to be further investigated and the result reported in the remarks column of form B-IV for the ensuing month. The following only should be classed as "starvation" deaths:—

- (1) deaths of destitute wanderers and unknown people who are found dead on the roads in the open country and whose bodies show signs of want and emaciation and not of any particular disease;
- (2) deaths in hospitals and poorhouses certified by the local medical officer or subordinate to be due to pure starvation;
- (3) deaths in towns and villages other than the above which are returned by the reporting agent as apparently due to starvation and not to other cause. Reporting agents should be told as a rough guide that starvation may be assumed to be the cause of death, if no other cause be traced, when there is evidence that the deceased had not had food for 48 hours before death.

CHAPTER XVI.—CATTLE.**General.**

196.—A general permission to open state pasturage in times of a fodder famine to all cattle that may come is only useful if the pasturage is sufficient for all. As the area of suitable state pasturage in the province is limited, it is essential to ascertain beforehand the number of cattle which such pasturage can support in times of a fodder famine, and to regulate accordingly the number of cattle which may be sent to it. Moreover it is to be remembered that experience has shown that, where possible, it is far more effective to bring the fodder to the cattle than to take the cattle to the fodder; and that to keep the cattle in the village helps to keep the village together.

NOTE.—In giving effect to the above principles the course most generally suitable for adoption is to throw open to free grazing areas in which grazing is ordinarily permitted, and to reserve the areas which are ordinarily closed to grazing for the supply of grass for export. It may be necessary to supplement the latter by reserving portions of the former areas for grass cutting, or it may be possible to throw open portions of the latter at once, when the supply is in excess of the demand for export. But, the needs of local cattle being provided for, the supply of grass for export should be the first consideration. When the grass has been cut from the areas thus reserved, they also may be thrown open to free grazing if necessary. Browsers should not be admitted without payment to any areas which contain forest growth of any importance, and should in no case be admitted to areas ordinarily closed to grazing. No grazing should ever be allowed in areas under plantation or regeneration unless the trees are old enough to be safe from attack.

Growth of fodder crops.

197.—When a fodder famine is imminent, liberal advances shall be given to the cultivators with a view to the construction of temporary wells for the growth of fodder crops. The influence of landowners and others may usefully be employed to stimulate the growth of such crops.

Importation of fodder.

198.—The importation of fodder and other food stuffs, such as cake, shall be left mainly to private enterprise; but the Collector shall—

- (a) assist private enterprise by publishing the fact that fodder is wanted in any tract;
- (b) give liberal advances for the purchase of fodder;
- (c) report to the Local Government for orders any case in which he thinks the state should guarantee the sale of fodder imported.

Allocation of grazing among divisions and districts.

199.—(a) The Local Government shall, in communication with the Commissioners, the Director of Land Records and Agriculture, and the Conservators of forests, allocate the grazing available in the state forests among the divisions affected by drought, preference being given, *ceteris paribus*, to the divisions in which pasturage is most deficient. The allocation shall be made in terms of the number of cattle that can be admitted to each range.

(b) The Commissioner shall distribute the grazing allotted to him among the various districts of his division, having regard to the needs of each.

200.—The Collector shall then distribute the grazing allotted to his district and shall determine the number of cattle that may be sent from each village or estate to each range, the route by which they shall travel and the agency by which they shall be sent. He shall take measures to secure the provision of an adequate supply of fodder and water along the routes selected.

201.—As soon as it becomes necessary that cattle should be moved to the forest, the Collector shall inform the Conservator of forests and shall issue to the landowners of the several villages selected under paragraph 200 tickets showing the number and class of cattle that may be admitted to the forest, the number and position of the reserve to which they are allocated and the route by, and the agency under, which they are to travel. The Collector shall also indicate what proportion of the cattle admissible shall belong to the landowners and what proportion to the tenants or other residents of the villages: and, subject to this restriction, the landowners shall select the cattle admissible and enter their owners' names in a list. This list shall be carefully checked by the circle officer and, if possible, by the sub-divisional officer.

No pressure shall in any circumstances be used to induce people to send their cattle to the reserve; but cattle owners should be advised to send cattle of these breeds which it is most desirable to preserve.

202.—(a) The management of the reserve and the control of the cattle admitted to it shall be in the hands of the forest officers or other officials who ordinarily have charge of it.

(b) The fees ordinarily charged for pasturage may be reduced or remitted as the Local Government may direct. If the grass in the reserve is required for export, a fee shall invariably be charged with a view to keeping out the cattle which are agriculturally useless.

203.—When a fodder famine is severe a cattle camp may, with the previous sanction of the Local Government, be instituted in each district under veterinary supervision. Only selected cows and a few selected bulls shall be accommodated in the camps, the chief object of which is to preserve valuable breeds. The Collector may purchase the cattle admitted to the camp, and at the end of the famine re-sell them.

CATTLE.

Distribution of grazing among villages.

Opening of reserves to cattle.

Management of reserve.

Cattle camps.

CHAPTER XVII.—DUTIES OF MEDICAL OFFICERS IN TIMES OF SCARCITY.

204.—The Inspector-General of Civil Hospitals shall require district medical officers to submit in form K-I special monthly reports on the following matters:—

- (1) any increase of illness and disease believed to be due to want of food;
- (2) any deaths due to illness induced by want of food;
- (3) the number of in and out-patients received in special famine hospitals or treated at famine works;
- (4) the distribution of the subordinate medical staff and any increase to it that may be required.

He shall submit a monthly abstract of these reports to the Local Government.

205.—The Inspector-General of Civil Hospitals shall—

- (a) issue detailed instructions for the hospital treatment and diet of famine patients, as soon as the existence of scarcity or famine in a district is communicated to him by the Local Government;
- (b) be responsible that medical arrangements for famine relief are duly made in all districts, and himself personally inspect and supervise them as far as possible;

Inspector-General of Civil Hospitals.

DUTIES OF MEDICAL OFFICERS IN TIMES OF SCARCITY.

Sanitary Commissioner.

(c) report to the Local Government the need for any increase to the medical staff in any district, with his proposals to meet it.

Monthly telegraphic mortality report.

206.—As soon as it appears that any tract of country is likely to be affected by famine, the Sanitary Commissioner shall draw the special attention of his subordinates to questions regarding the water supply, the food supply, conservancy, the disposal of corpses, the measures to be adopted on the occurrence of epidemic disease, and all other matters affecting the public health.

207.—The Collector shall, before the 15th of every month, report by telegram the mortality in his district in the preceding month, and the Sanitary Commissioner shall submit mortality returns for all districts to the Local Government without delay. The Sanitary Commissioner shall inform the Local Government if, from such telegrams or other sources, he is led to suspect the existence or imminence of famine in any district.

Fortnightly monthly reports.

and

208.—Every district medical officer shall—

(a) submit fortnightly reports regarding the public health in his district to the Sanitary Commissioner, who shall submit an abstract of such reports fortnightly, with his opinion on them, to the Local Government; and

(b) as soon as poorhouses have been opened, submit monthly to the Sanitary Commissioner a report in form K-II, unless for special reasons the Sanitary Commissioner directs the report to be submitted fortnightly or weekly.

Duties of Sanitary Commissioner.

209.—The Sanitary Commissioner shall be constantly on tour inspecting sanitary arrangements; he shall carefully consider the peculiar conditions of every famine centre and if necessary modify the general instructions so as to meet them; he shall pay special attention to the character and sufficiency of the food supply. On all such matters he shall address Collectors, and in cases of emergency he shall issue instructions direct to officers in charge of works.

Epidemics.

210.—The Collector shall report the outbreak of epidemic disease or other occurrence requiring urgent action by telegram to the Sanitary Commissioner, who shall immediately despatch a deputy sanitary commissioner or special sanitary officer to the spot.

Ition of district al officer.

211.—(a) The district medical officer shall act in all matters connected with the general administration of relief under the orders of the Collector, and in all professional and departmental matters under the orders of the Inspector-General of Civil Hospitals and the Sanitary Commissioner.

(b) In the event of a difference of opinion between the Collector and the district medical officer on a question affecting sanitation or the public health the Collector's orders shall temporarily prevail, but the case shall be referred to the Sanitary Commissioner, whose orders shall be final pending a reference to the Local Government.

Powers of district medical officer.

212.—The district medical officer shall have power to deal with misconduct on the part of medical subordinates on the permanent establishment by suspending them from duty, reporting the circumstances, with the explanation of the accused, for the final orders of the Inspector-General of Civil Hospitals: persons temporarily entertained may be fined or suspended by him or, with the sanction of the Collector, may be summarily dismissed, the Inspector-General of Civil Hospitals being informed of the action taken.

Duties of district medical officer.

213.—The district medical officer or an officer specially appointed for the purpose shall be entrusted with the administrative arrangements for medical relief, except the postings of medical subordinates; and shall be responsible for proper sanitary and medical provision for the sick in poorhouses, in kitchens and on relief works. He shall personally supervise and direct the medical subordinates in the district in their professional duties and scrutinize their accounts.

214.—The district medical officer shall in addition to the duties already laid down—

- (a) bring to the notice of the Collector any marked increase in the death-rate of any locality in times of anticipated famine;
- (b) send to the Collector copies of the monthly reports prescribed by paragraph 204 of this code, and of the fortnightly and monthly reports prescribed by paragraph 208 of this code;
- (c) report to the Collector cases of death from starvation or illness due to insufficient food;
- (d) report to the Collector or district engineer all matters relating to the health of the workers or to the welfare of the sick, that require immediate notice;
- (e) make periodical tours to see that the rules laid down in medical and sanitary matters are obeyed.

DUTIES OF MEDICAL OFFICERS IN TIMES OF SCARCITY.

Further duties of district medical officer:

215.—The district medical officer of a "famine" district shall be provided with a staff of inspecting officers, who shall visit all relief works and hospitals and report the results of their inspections to him. Such inspecting officers shall not be below the rank of assistant surgeon.

Peripatetic inspection staff.

216.—A medical officer or subordinate competent for independent charge shall, if possible, be attached to every poorhouse and relief charge. If the medical establishment is short-handed, native private practitioners shall be employed especially to attend the sick at night.

Medical officer for poor-houses and relief charge.

217.—The duties of a medical officer on a relief work shall comprise, in addition to attendance on the sick and the maintenance of order and discipline in hospital,—

Medical officer on a relief work.

- (1) daily inspection of the sanitary arrangements and the water supply;
- (2) periodical inspection of the food offered for sale, and prohibition of the sale of injurious grain;
- (3) periodical inspection of all persons on the work with special attention to new-comers, weakly gangs and nursing mothers;
- (4) detection of the first cases of infectious and contagious disease and the adoption of measures to prevent their spreading;
- (5) distribution of quinine on the works to prevent malarial fever and the supply of anti-scorbutics on the appearance of scurvy;
- (6) report to the officer in charge of any cases in which lighter tasking or gratuitous relief or special treatment or diet is necessary.

218.—The district medical officer shall keep a separate account of all medical stores supplied to famine hospitals and forward it to the Accountant-General. The cost of such stores is a provincial medical charge, and the district medical officer should make application as soon as he can in each case for the necessary grant. The medical officer or subordinate in charge of a work shall hold a permanent advance for current expenditure, which shall be recouped by the district medical officer.

Expenditure and permanent advance.

219.—Medical stores acquired for a poorhouse will also be supplied through the district medical officer, and the cost of the diet of hospital patients at a poorhouse will appear in his accounts as a provincial medical charge.

Medical officer at poorhouse.

220.—The hospital attached to a poorhouse shall contain accommodation for a reasonable proportion of the total number of inmates of the poorhouse, male and female, with detached wards for skin and contagious diseases. Hospital sheds shall be dry and well ventilated, with latrine accommodation in close proximity for cases of a serious nature.

Poorhouse hospital.

**CHARITABLE RELIEF
FUND.**

Distribution of money
subscribed by the public
for the relief of distress.

CHAPTER XVIII.—CHARITABLE RELIEF FUND.

221.—When money is subscribed by the public for the relief of distress and its distribution is entrusted to government agency, such distribution shall be made with the following objects :—

Object I.—Supplementing the recognised system of state relief, namely,—

- (a) by gifts of clothes and blankets ;
- (b) by gifts of extra or special food or medical comforts to the aged or infirm, persons of respectable birth, patients in hospitals, children and the like.

Object II.—Supplementing the relief of orphans, for example—

- (i) during famine—
 - (a) by grants-in-aid to private orphanages ;
 - (b) by extra comforts, of food and clothing, for orphans supported by the state ;
- (ii) after the famine is over—
 - (a) by provision for the support and training of orphans left on the hands of the state ;
 - (b) by grants-in-aid to societies or institutions supporting famine orphans.

Object III.—Relieving persons unwilling to accept state relief, namely,—

- (a) by free gifts or supply of work to poor, but respectable, persons and *yirda-nashin* women ;
- (b) by employing in their own craft artisans for whom such work has not been organized by the state, and to whom labour on ordinary relief works would be a hardship ;
- (c) by grants-in-aid to private poorhouses or similar institutions ;
- (d) by maintaining or subsidizing shops for the sale of grain at cheap rates to selected persons in reduced circumstances.

Object IV.—Assisting with grants of money—

- (a) agriculturists in want of seed grain, plough or well-bullocks, or fodder for them, or implements of husbandry, or who require support during the interval between the sowing and the harvest ;
- (b) artisans who have lost their tools or stock-in-trade or are otherwise in reduced circumstances ;
- (c) persons leaving state relief to resume their ordinary avocations.

Debit of all famine expenditure to "33—Famine Relief."

222.—All transactions under this chapter shall be kept distinct from the famine expenditure incurred by the Government, and shall be recorded in a personal ledger account to be opened at the treasury.

CHAPTER XIX.—ACCOUNTS.**CIVIL.****SECTION I.—Provision of funds.**

Procedure to be followed when famine has been declared and during period of observation and test.

223. During the period of observation and test all expenditure, which in accordance with the provisions of section VII of this chapter is to be classified as expenditure on famine relief, shall in the first instance be recorded under the head "33—Famine Relief." If subsequently scarcity or famine is not declared, charges incurred on public works by the public works department will be written back to the head "45—Civil Works," and other charges to "32—Miscellaneous." When district board works are utilised as test works, payments will be made by means of district board cheques and the expenditure will be brought to account under the ordinary rules of the district funds. Any expenditure incurred in excess of normal rates on account of the employment of unskilled and unprofitable

ACCOUNTS.

labour on district board or municipal works, utilised as test works, may, if the Local Government thinks fit, be refunded to the local bodies concerned. Expenditure on poor houses and for the relief of wanderers through the police will, in the first instance, be met from the Collector's contingent grant under the head "32—Miscellaneous"—"Donations for charitable purposes," or "Maintenance of indigent persons," and will be drawn on the prescribed contingent bill form. If the Collector's allotment under the head is insufficient, he should take steps to have it supplemented by reappropriation or otherwise. Urgent and necessary expenditure under this head must however be incurred and must not be postponed till a supplementary budget allotment is received.

224.—When expenditure is likely to be incurred in a district on relief operations, the Collector shall submit to the Commissioner an estimate in form L—I of the expenditure likely to be incurred on famine relief (other than public works for which separate applications are submitted under section IV of this chapter) up to the end of the month next following. Thereafter he shall submit not later than the 15th of each month a similar estimate for the following month. The Commissioner shall submit to the Local Government an estimate for the districts under him, making any alteration in the Collectors' estimates he may deem necessary, and the Local Government, on a consideration of this estimate, will allot such funds as may be requisite.

Application for an allotment of funds.

225.—When orders have been passed by the Local Government on the Commissioner's estimate and an allotment of funds has been made, the Commissioner shall distribute at his discretion sums sufficient to meet the requirements of the affected districts under him, keeping a portion of his allotment as a reserve to meet unforeseen demands.

Commissioner's distribution of funds.

226.—If the Collector finds his allotments insufficient he shall submit to the Commissioner a supplementary estimate of the additional amount required. The Commissioner may then make a further allotment out of his reserve, or, if that is exhausted, authorize the expenditure in anticipation of a further allotment of funds from the Local Government, for which he shall immediately apply.

Supplementary estimates and allotments.

227.—To enable the Commissioner to maintain a check over the allotments made by him to the districts against the amounts allotted by the Local Government, a register in form L-II shall be maintained in his office.

Commissioner's register of allotments.

228.—At the same time as the Collector submits an estimate to the Commissioner as provided in paragraphs 224 and 226, the treasury officer shall furnish the Accountant-General with an estimate of his probable cash requirements.

229.—The Commissioner shall send to the Accountant-General a monthly statement showing the amount allotted by him to each district. Any supplementary allotments shall also be immediately intimated to the Accountant-General.

Commissioner's monthly statement to Accountant-General.

NOTE.—To the consolidated statement sent to the Accountant-General a memorandum should be added showing (1) total amount assigned by the Local Government for the division up to date; (2) total amounts allotted by the Commissioner to Collectors, including the amounts allotted in the present statement; (3) the available balance of the divisional assignment.

230.—The Accountant-General shall advise each treasury officer of the amount allotted to his district and the treasury officer shall make payments within the amount so advised. The unexpended balance of a monthly allotment shall not lapse, but shall be added to the next allotment, and may be drawn against by the authorized disbursing officer at any time before the close of the financial year or before the close of relief operations in the district, whichever is earlier.

Accountant-General's advice to treasury officers and lapse of allotments.

231.—The Collector is responsible that adequate relief is given, and the treasury officer shall make payment of any sum which the Collector certifies to be necessary for the saving of life even though the expenditure is not covered by an allotment.

Procedure in urgent cases.

The Collector shall immediately report by telegram to the Local Government through the Commissioner the fact that he has incurred expenditure not covered by an allotment.

232.—The Accountant-General shall keep a register of all allotments of funds made by the Local Government, and shall submit to the Local Government as early

Accountant-General's register of allotments and monthly account to Local Government.

ACCOUNTS.

as possible in each month an account showing the charges incurred in each district up to the end of the month for which the accounts have been closed.

Sanction to permanent advances.

233.—When expenditure is likely to be incurred in a district on relief operations, permanent advances on a scale to be fixed by the Government shall be allowed to Collectors. The amount of such advances will vary with the famine conditions prevailing in each district. There is no restriction as to the nature of the charges which may be paid from them.

If in any case the permanent advance proves insufficient for immediate requirements, a temporary advance may be drawn from the treasury on the authority of the Collector's certificate declaring it to be necessary, and the fact should be reported by telegram to the Commissioner and by letter to the Accountant-General. The treasury officer is authorized to make such advances. If the money is required only for a temporary purpose it should be adjusted as soon as possible by the submission of a vouched bill, and if required permanently the sanction of the Government should at once be applied for.

Distribution of permanent advances.

234.—Ordinarily the greater part of the district permanent advance shall be made over to sub-divisional officers, or tahsildars of the affected area, who in their turn shall distribute it among subordinate relief officers and distributors of village gratuitous relief. Out of the permanent advance a small sum shall be retained at district headquarters for miscellaneous famine relief charges to be incurred there and a small sum shall be made over to the superintendent of police for the casual relief of wanderers.

Acknowledgement of permanent advances.

235.—After drawing the permanent advance the Collector shall send an acknowledgement for the whole amount to the Accountant-General. Each officer distributing a portion of his permanent advance shall obtain acknowledgements for the same distributed.

Refund of permanent advances.

236.—When relief operations in a district have ceased, the amount of each permanent advance shall be refunded without delay into the district treasury or nearest sub-treasury. To ensure this being done, a date should be fixed by which each officer should be separately called upon to refund the advance or advances taken by him: the Collector should then see that no advance is outstanding and report the fact to the Accountant-General.

sum which each officer is authorized to hold as closely as possible to the varying conditions of his charge.

240.—Each disbursing officer shall keep a simple cash book in form L-XIIA or if he is a di-tributor of gratuitous relief or a patwari, in form E-VII in which he shall enter all receipts in connection with famine received by him on one side, and all payments made by him on the other side of the book. Sums drawn on bills should be shown as receipts.

241.—Expenditure which is debitable to famine relief should be drawn from the treasury on one or other of the following bill forms:—

- (1) salary of gazetted officers—on salary bill forms;
- (2) salary of establishment—on establishment bill forms; but the pay of kitchen establishments and of the menial staff of poorhouse establishments may be drawn on contingent bill forms;
- (3) travelling allowance—on travelling allowance bill forms;
- (4) all other kinds—on contingent bill forms;

242.—A bill for establishment shall, subject to the provisions of the last preceding paragraph, be always made out in full detail on the usual establishment bill forms, whether it is intended to draw the amount from the treasury on such bill or on some other account to which such bill will be attached as a voucher. It shall ordinarily cite the authority of the Local Government or other constituted authority, under which the establishment has been entertained. When in emergent circumstances the previous sanction of the Local Government or other authority cannot be obtained, the charge may be passed on production of a certificate to that effect, but the necessary sanction must be obtained and submitted as soon as possible.

243.—(a) In the case of a person not in government employment the order of appointment should state the pay and allowances of the post; and this should be regarded by the disbursing officer as the authority to pay.

(b) In the case of an official transferred from another department the order of appointment should state the pay and allowances to which he will be entitled for famine duty. The regular last-pay certificate should be sent through the ordinary channel, but a provisional certificate should be granted by the disbursing officer of the department from which he is transferred: and this should be regarded as the authority to pay by the disbursing officer of the department to which he is transferred.

NOTE.—The last-pay certificate (regular or provisional) should state what allowances, if any, will cease on transfer.

SECTION III.—Control and audit.

244.—For the efficient control of relief operations it is essential that there should be a prompt scrutiny and check of all returns by officers acquainted with the local conditions, and that this check should include the figures for expenditure as well as those for persons relieved and work done. In view of this fact the ordinary rules of audit will be modified as follows in respect of famine accounts, but the rules that follow apply in full only to districts to which the Accountant-General has deputed test auditors and famine accountants. In all other districts the famine accounts will receive the same attention and be subject to the same rules as far as possible, as the districts with famine accountants, but the accounts and vouchers will be sent to the Accountant-General for final audit.

Sanctions to estimates for famine relief works and tools and plant will be communicated by the Government to the Accountant-General in all cases where there are no test auditors and famine accountants. In cases where there are test auditors and famine accountants such sanction will not be communicated.

245.—Subject to the test-audit referred to in paragraph 249, the final audit of all payments charged to 33—Famine Relief shall, except as provided in the note to paragraph 247, rest with the Collector.

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Cash book.

Forms on which expenditure should be drawn.

Establishment bills to be drawn up in full detail on proper form and to quote sanction.

Prompt payment of officials.

Necessity for prompt scrutiny of all returns by executive officers.

Final audit to rest with Collectors.

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Audit points requiring attention.

246.—The main points requiring attention in audit are—

- (a) that the expenditure is warranted by orders of competent authority and that it is necessary for the due administration of relief and not greater than the occasion demands;
- (b) that bills and accounts of expenditure are signed by the proper persons, and are supported by the necessary vouchers and other papers;

NOTE.—Bills for the recoupment of permanent advances should not, except where this is expressly authorized in the famine code or its appendices, be signed by officers below the rank of sub-divisional officer.

- (c) that vouchers are in order and that the details of all figures work up to the totals;
- (d) that there are no erasures or overwritings and that any alterations are attested by the officer concerned;
- (e) in all cases in which it is prescribed that agreement should be effected between two different documents, the fact of the agreement should be noted on both the documents and duly initialled.
- (f) that the document appears after due examination to be genuine in all its parts.

Accountant-General to depute a senior auditor to each district office.

247.—The Accountant-General shall place at the disposal of the Collector in each famine district a clerk of the standing of a senior auditor to work as accountant under him, to receive all famine bills, accounts and returns, to check and audit them in every way, and to submit them to the district officer for review.

NOTE 1.—The salary and travelling allowance bills of gazetted and military officers shall be forwarded to the Accountant-General for audit.

NOTE 2.—The intention of the rule is that both the executive check ordinarily applied by the Collector and the technical audit, which ordinarily takes place in the Accountant-General's office, should remain with the auditor, the district staff being responsible only for the proper compilation of the bills to be drawn by the Collector.

Instruction parties.

248.—The Accountant-General shall also organize one or more audit parties to tour in the famine area for the purpose of instructing all officers concerned, both at head quarters and in the interior of districts, in the proper preparation of the various registers and accounts they have to keep or submit. There should ordinarily be one such party for every six famine districts.

Local auditors to conduct a test audit at district head quarters.

249.—In addition to the work of instruction, the local auditors shall conduct test-audits at district head quarters, submitting to the Collector a memorandum of errors discovered, and reporting to the Accountant-General any grave irregularities or defects that may come to light. The Accountant-General shall thereupon take such action to inform the Commissioner or to report to the Local Government as may seem to him fit.

Delegation of the examination of the accounts by the Collector.

250.—In the districts where famine is extensive and work heavy, the duty of examining each bill may, with the sanction of the Commissioner, be delegated to one or more selected assistants, but in no case should the officer selected be an officer disbursing famine expenditure. The Accountant-General should be informed of all such delegations.

Audit of the accounts by the famine accountant and test auditor and review by the Collector.

251.—All bills on which money is drawn from the treasury shall be returned after payment to the Collector, who will give to the treasury officer a receipt for the bills returned, specifying the amount paid on each. This receipt may be in the form of an invoice. It will constitute the treasury officer's voucher for the debit in his accounts as rendered to the accounts department.

The bills shall then be made over to the famine accountant, who shall check them and audit them in every way, classifying and compiling the accounts and checking all calculations and totals. They shall then be re-audited in every item by the test auditor, whose audit shall be a complete check on the work of the famine accountant.

The bills shall then be presented for review to the Collector. In carrying out the review the Collector shall first dispose of the objections raised by the test auditor by issuing necessary orders on the objection statement of items of Rs. 100 and less, and by rendering any explanation on the objection statement of items over Rs. 100 which should be submitted to the Accountant-General. He

shall then take up the account generally, and if he has not already examined each bill in its initial stage, but has delegated the duty as laid down in paragraph 250, he shall select at random not less than 5 per cent. of the bills and shall review them seeing that the charges are legitimate and the rates correct, but he shall not be required to check calculations or totals. This duty of review shall not be delegated to any other officer. If the Collector has already checked each bill in its initial stage, as laid down in paragraph 246, he need only satisfy himself on any points which appear to him to require explanation.

ACCOUNTS.

252.—When bills are drawn by subordinate officers on sub-treasuries they shall be transmitted weekly by the treasury officer to the Collector, who shall see that the amounts drawn correspond with those shown in the departmental returns and accounts submitted to him by subordinate officers direct under the provisions of the departmental codes. Any amount disallowed by the Collector shall be intimated to the officer concerned for short drawal in his next bill. Each bill shall be endorsed as admitted in full or in part, as the case may be, the endorsement being initialled by the Collector.

Examination of bills drawn on sub-treasuries.

253.—The Collector shall maintain a register of famine expenditure in form L-III in which he shall post all bills drawn at the treasury or a sub-treasury. On the third of each month he shall prepare from this register a consolidated statement in form L-IV in respect of all bills charged off in the head quarters treasury accounts during the preceding month and shall submit one copy to the Accountant-General and one copy to the Commissioner. The total expenditure shall be verified by the treasury officer. The copy of the statement rendered to the account office shall be accompanied by the salary and travelling allowance bills of gazetted and military officers. After all the bills are audited the entries in the register of expenditure should be examined and corrected, if any change is made in the classification during the course of audit, and a revised statement in form L-IV, bearing the certificate of audit, should be submitted to the Accountant-General on or before the 20th of the month.

Register and return of famine expenditure.

254.—Should the size of a district or the magnitude of relief operations render it desirable, the Local Government may direct that any sub-divisional officer shall perform, in respect of his sub-division, all the duties of check and audit hereinbefore imposed on the Collector. In such a case the sub-treasury officer shall return all bills to the sub-divisional officer after payment. For the bills so returned the sub-divisional officer will give a receipt to the sub-treasury officer, specifying the amount paid on each; this receipt may be in the form of an invoice and will constitute the sub-treasury officer's voucher for the debit in his accounts as rendered to the treasury officer.

Audit by sub-divisional officer in certain circumstances.

The sub-divisional officer shall prepare each month a consolidated statement, in the same form as the district statement, of all charges drawn from the sub-treasury up to the last date for which amounts drawn from the sub-treasury are included in the head quarters treasury accounts, and shall submit it with the bills to the Collector for incorporation in the district statement.

If the Local Government considers it necessary, the Accountant-General will be asked if possible to depute a clerk of the standing of a senior auditor to work as accountant under the sub-divisional officer.

PUBLIC WORKS.

SECTION IV.—*Provision of funds.*

255.—When it is decided to open departmental works, the Collector, in consultation with the executive engineer, shall prepare an application in form L-XIV for the funds required to the end of the month next following and submit it to the Commissioner.

Application for funds.

ACCOUNTS.

Allotment of funds by Local Government.

256.—The Commissioner shall examine these applications and forward them to the Secretary to the Local Government in the public works department for the allotment of funds. Thereafter the Collector shall submit not later than the 15th of each month a similar application for the following month. When the orders of the Local Government on the applications are issued to the Commissioner, a copy of them will be sent to the Deputy Accountant-General, public works department, who will accept this as authority for the issue of letters of credit for the supply of funds to the executive engineers concerned.

Supplementary applications.

257.—If during the course of a month the assignment for any district is found to be insufficient a supplementary application should be submitted.

NOTE.—The provision in paragraph 233 about procedure in urgent cases applies also to the case of expenditure in the public works department. Overdrafts should however be avoided as far as possible by submitting supplementary applications by wire for any additional funds required owing to the exhaustion of a letter of credit.

Financing of district engineers.

258.—The district engineer shall be kept in funds by the executive engineer in the ordinary way. In consultation with the Collector, convenient sub-treasuries shall be selected as paying centres, and notice shall be given monthly by the executive engineer to the treasury officer of the demands likely to be made on the sub-treasuries during the following month, stating as precisely as possible the proportion of small silver and other coins.

The ordinary public works department rule that an imprest shall not exceed Rs. 1,000 does not apply to the advances made for famine public works, but the Local Government shall fix a maximum for imprests at its discretion.

SECTION V.—*Method of accounting for famine charges.*

Famine accounts to be kept separate.

259.—Each district and executive engineer shall keep his famine accounts entirely distinct from the ordinary accounts of his office, and shall open and maintain for famine purposes a separate—

(I) cash book in public works department form no. 4.

(II) cheque book or cheque books, and

(III) treasury passbook and remittance book.

260.—Detailed rules as to the accounts to be kept on relief works are given in the chapter and appendix dealing with public works. Subject to these rules the rules in the public works department code apply.

Officer in charge submits weekly to district engineer a copy of his cash-book and a charge progress report.

261.—The officer in charge of a relief work submits weekly to the district engineer a copy of his cash book in form L-XIIB with proper vouchers for all charges for salaries and allowances of gazetted officers and fixed establishments, also for service labels and service telegrams and money order commissions and for all contingent items of more than five rupees. He also submits a weekly charge progress report.

SECTION VI.—*Control and audit.*

Accountant-General to arrange to strengthen accounts section of district engineer and executive engineer's offices.

262.—The Accountant-General shall arrange to strengthen the accounts branch of the office of each district engineer in the famine area by the addition to it of one or more trained accounts clerks, and of each executive engineer by the addition of an accountant and one or more trained accounts clerks as may be necessary.

263.—In addition assistance will be given by the audit parties appointed under paragraph 248 to all concerned in the proper preparation of the various registers and accounts which each has to submit.

Test-audit parties.

264.—In addition to its work of instruction the local audit party shall conduct test-audits of accounts at divisional head quarters and on the works, submitting to the executive engineer a memorandum of errors discovered and reporting to the Accountant-General any grave irregularities or defects that may come to light. The Accountant-General shall thereupon take such action to inform the superintending engineer or to report to the Chief Engineer as may seem to him fit.

NOTE.—The local audit party should pay special attention to mustering and the test-audit of "masters" on the works as well as to the audit of establishment charges and the disposal of objections, and carefully watch the actual payment of labour by the cashiers.

265.—The district engineer, on receipt of the weekly papers from each charge, shall examine the copy of the cash book with a view to seeing that credit has been given for the sums supplied by him to the officer in charge, and that the total expenditure, less wages undischarged and credited in the cash book, agrees with the expenditure shown in the weekly charge progress return. He shall also examine the contingent and other vouchers to see that they are in order. He shall then scrutinize the return closely with special reference to the following points, viz. :—

- (1) the correctness of the price basis ;
- (2) the number of persons shown under each head as compared with the total number on the work ;
- (3) the progress of the work and the extent to which full tasks are performed ;
- (4) the expenditure on wages as compared with the cost of the work at the standard rate ;
- (5) the expenditure under each head as compared with the expenditure on wages of workers directly employed in executing the work in hand ;
- (6) the progress of the expenditure as compared with the sanctioned estimate.

NOTE 1.—In examining the accounts, attention should be paid to the points mentioned in paragraph 245.

NOTE 2.—As the risk of frauds is specially great in the payment of unpaid wages, any debit in the cash-book on account of the payment of such wages (once they have been credited as unpaid) should be accompanied by a certificate stating that the payment has been made under the orders and in the presence of an officer who should be nominated by the Collector.

266.—The district engineer, having examined the weekly accounts of each charge, shall forward all copies of cash books with vouchers to the executive engineer with a note of any matters on which he has taken action or on which he requires orders. He shall at the same time submit a copy of his own cash book for the same week, together with vouchers for salaries and allowances of gazetted officers and fixed establishment charges, for telegrams and postage charges and for contingent items of more than ten rupees, and two notes, one showing the remittances made by him but still in transit at the close of the week and so not credited in the accounts of the charge concerned, and the other showing the expenditure incurred by him for each charge but off the charge.

NOTE.—As the executive engineer already receives a weekly district progress return from the district engineers the weekly charge progress returns need not be forwarded to him unless he so directs.

267.—It is of the first importance that the accounts should be sent up by district engineers to the executive engineer in proper form, and district engineers should be given additional staff as required for the purpose, but they will be required to do no more in the case of famine than in the case of ordinary works, and the regular audit will be no part of their business. The check of the accounts will, subject to the test-audit applied by the travelling parties of auditors, continue to be performed solely in the divisions and no part of this work is to be made over to the sub-divisions.

268.—The executive engineer shall examine the papers submitted to him by the district engineer with a view to seeing that remittances shown as in transit in the previous week have since been credited in the appropriate charge cash-book, that the expenditure shown in each cash book, less wages undischarged and credited in the cash book, agrees with that shown for the charge concerned in the weekly district progress return and that the vouchers are in order. He shall then scrutinize the return in the manner prescribed for the district engineer, in respect of each charge progress return. If any item of expenditure is disallowed by the executive engineer, an endorsement to that effect shall be made on the account concerned.

269.—As soon as possible after the last Saturday of each month the executive engineer shall submit to the Accountant-General a divisional statement of the cash and treasury balances on that date together with a treasury balance certificate (public works department forms 20-A and 20-B). For the purpose of this statement the cash shown as with each officer in charge shall be the cash balance shown in his charge progress return submitted on the last Saturday of the month. The cash shown as with the executive engineer and his district engineers shall be that only which is held on account of famine operations and must not be confused with

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Examination of accounts by district engineer.

Returns by district engineer to executive engineer.

Examination of accounts and returns by executive engineer.

Monthly statement of balance by executive engineer to Accountant-General and telegraphic report to the Local Government.

ACCOUNTS.

Monthly return of receipts and expenditure by executive engineer to Accountant-General.

their ordinary cash balances. The executive engineer shall also report by telegram to the Local Government not later than the 5th of each month the cash and treasury balances and the expenditure up to the last Saturday of the preceding month.

270.—In addition to the cash balance return, the executive engineer shall submit not later than the last day of each month to the Accountant-General the following returns in respect of each revenue district in his division, the returns to include figures up to and including the last Saturday of the preceding month in respect of expenditure of his own office and of his district offices, and by officers in charge of relief works :—

(1) A return in form L-V of receipts (other than wages refunded as undisbursed) showing separately receipts paid into treasuries and receipts by officers in charge of relief works which will not be so paid in.

(2) A return in form L-VI of expenditure. This return will show all expenditure on relief works debitable to the head "Famine Relief" and will be obtained by deducting from such expenditure shown in the cash books items of receipt on account of wages undisbursed and refunded.

Distribution of cost of general establishment and of tools and plant.

271.—The cost of establishment not employed on any particular work, but debited to the head "Famine Relief" shall be proportionately distributed between—

A.—communications—

- (1) earthwork on roads,
- (2) stone metal collection,
- (3) kankar collection ;

B.—miscellaneous public improvements—

such as non-irrigation tanks and embankments, drainage channels, clearing village sites, &c.

C.—irrigation—

- (1) earthwork on canals,
- (2) irrigation tanks,
- (3) irrigation embankments.

D.—construction of railways.

The cost of tools and plant, not debitable to a particular work in any week, shall be charged to the work "unopened charges" under the head "A.—Communications—(1) earthwork on roads," which will be treated in all respects as a separate work. When any such tools and plant are subsequently sent to any particular work, their cost will be transferred from "unopened charges" to the head under which the work in question is classified. At the close of the famine, should any amount still remain under "unopened charges," a final proportionate distribution of that amount shall be made between the different classes of works.

Cheques not to be included in monthly return.

272.—Cheques drawn for the financing of relief works will not be included in the executive engineer's monthly return, as they will have been already accounted for as receipts by officers in charge of works or in the memorandum of uncashed cheques on public works department form 20-B.

Certificate of audit.

273.—To the return of expenditure will be attached a certificate of audit signed by the executive engineer. The salary and travelling allowance bills of gazetted officers shall also be forwarded with it for audit in the Accountant-General's office.

Expenditure incurred out of famine allotments but not debitable to famine.

274.—The executive engineer shall also submit a divisional return on the 20th of each month in form L-VII of expenditure incurred out of famine allotments, but not debitable to the head "Famine Relief." Salary bills and other vouchers (if any) will be attached to this return for purposes of adjustment by the Accountant-General. In case of a payment on account of salary, the gross amount will be shown in the money column and deductions will be shown in detail in the remarks column of the return.

ACCOUNTS.
March returns.

275.—For the month of March the returns submitted by the executive engineer shall include figures up to the end of the month in respect of receipts and expenditure of his own office and of his district offices and by officers in charge of relief works, and the cash balance return shall include their cash balances at the close of the month. If a week fall partly in March and partly in April, the days belonging to March should, for purposes of account, be treated as if they formed a whole week, and the days falling in April as if they formed another whole week. Special instructions should be issued to charge officers that on the last days of those two short periods returns should be prepared and submitted as for ordinary whole weeks.

276.—The district engineer shall obtain from each officer in charge of a relief work a weekly tool return, in form L-VIII, and shall submit a consolidated return monthly for his district in the same form to the executive engineer.

Weekly and monthly returns.

In the consolidated return, the receipts during the month will include all receipts from the divisional stock and fresh purchases, whether made by himself or by officers in charge of relief works. The balance in store will be the balance in the district store, all tools on relief works being included in the balance on works.

No return of tools need be forwarded to the Accountant-General.

277.—Each executive engineer and district engineer shall keep up a register of works in form L-IX. The cost of tools and plant supplied to each work should be entered in the form, but not the proportionate cost of establishment which is not employed on a particular work.

Register of works.

NOTE.—Such proportionate cost can at any time be calculated in respect of any particular work of which it is desired to know the precise cost.

GENERAL.

SECTION VII.—Classification of expenditure.

278.—All expenditure incurred directly for the relief of distress arising from calamities of season, such as drought or flood, &c., shall be debited to the head "33—Famine Relief." Expenditure indirectly due to famine, such for instance as compensation to government servants for dearness of provisions; extra travelling allowances of police, medical and other government servants; pay of additional medical officers, extra hospital accommodation and hospital diet, shall be charged under the appropriate service head. In cases where the necessity for relief of local distress arises from causes other than calamities of season, such as fire, epidemic, &c., the expenditure incurred should be recorded under the head "32—Miscellaneous." Casual expenditure of a charitable character not arising from peculiarities of season is also recorded under "32—Miscellaneous".

Debits to "33—Famine Relief".

279.—Expenditure debited to "33—Famine Relief" shall be classified as follows, and this classification shall be observed in all accounts, vouchers and returns:—

Classification of expenditure.

I.—Salaries and establishments—

1. Salaries, special relief officers.
2. Establishments—
 - Clerks and other superior establishments.
 - Inferior establishments.
3. Travelling allowance.
4. Contingencies.

II.—Village works, non-departmental or civil—

- (a) Communications—
 - Wages of labour. Other expenditure.
- (b) Miscellaneous public improvements—
 - Wages of labour. Other expenditure.

ACCOUNTS.

(c) Irrigation—

Wages of labour. Other expenditure.

III.—Public Works—

(A) Communications—

1. Earthwork on roads.

Works ... { (a) wages of workers.
 (b) work establishment.
 (c) shelter.
 (d) miscellaneous expenditure.

(e) Gratuitous relief (including rest allowances, &c.)

(f) Establishment.

(g) Tools and plant.

2. Stone metal collection—

(a) to (g) as above.

3. Kankar collection—

(a) to (g) as above.

(B) Miscellaneous public improvements—

(a) to (g) as above.

(C) Irrigation—

1. Earthwork in canals—

(a) to (g) as above.

2. Irrigation tanks—

(a) to (g) as above.

3. Irrigation embankments—

(a) to (g) as above.

(D) Construction of railways—

(a) to (g) as above.

IV.—Relief to people employed otherwise than on relief works—

Payments to artizans, such as weavers.

V.—Gratuitous relief—

(a) given in government institutions—

1. Poorhouse charges—

Diet.

Other expenditure.

2. State kitchens—

Diet.

Other expenditure.

3. Orphanages—

Diet.

Other expenditure.

(b) given at the houses of the people.

(c) given in other ways.

VI.—Miscellaneous—

1. Advances for aided private works.

2. Advances to artizans.

3. Measures for protection of cattle.

4. Other expenditure.

280.—As regards officers and establishments the following rules shall be observed:—

(a) In the case of an officer or member of an establishment already in the service of the Government (other than an officer in military employ proper) his salary and allowances, together with his contingent expenditure, shall be charged to the ordinary service head when he is merely an addition to an existing establishment, which requires strengthening owing to famine work; but when he is detached altogether from his own regular duties and is employed exclusively on famine relief, his salary and allowances, together with his contingent expenditure, shall be charged to the head "53—Famine Relief."

(b) The pay and allowances of an establishment specially entertained for, and wholly employed on, famine relief, shall together with its contingent expenditure, be debited to the head "53—Famine Relief."

NOTE.—It is to be the cost of such establishment charged to famine relief.

(c) In all cases falling under clauses (a) and (b) travelling allowances to and from the work and also while engaged on the work, as well as pay and allowances during transit, shall be debited to the head to which the salary of the official while actually employed on the work is debited.

(d) The rules regulating the debit of the pay and allowances of officers in military employ proper deputed to famine duty will be found in article 773 (i) of the Civil Account Code, volume II, 6th edition, and paragraph 1035 of the Public Works Department Code, volume I, 5th edition.

281.—(a) Public works undertaken in consequence of the occurrence of famine, but not directly for the employment of famine stricken people, and not therefore treated as relief works, will be classified in the accounts as ordinary public works as classified; save that any expenditure in excess of normal rates incurred in consequence of the employment for relief purposes of unskilled and unprofitable labour will be transferred to the head "53—Famine Relief."

Classification of public work charges.

(b) Public works expenditure which is undertaken directly for the relief of famine and controlled and managed under the conditions applicable to famine relief works will be charged to "53—Famine Relief," whether the work is or is not one which would have at some time or other to be undertaken irrespective of famine; but if the work on which famine labour is employed is a revenue-producing work, in respect of which a capital account is kept (whether within or without the revenue accounts of the Government) the value of the work done, reckoned at ordinary rates, will be charged to the ordinary head of account, and the excess only debited to "53—Famine Relief."

282.—(a) Expenditure on "village" works, the cost of which is to be borne entirely by the State, shall be shown under "11—Village Works."

Advances and loans.

(b) Advances of money, whether wholly or partly recoverable, made to landholders for the purpose of employing labour under famine relief conditions and restrictions shall be made under the provisions of the Land Improvement Loans Act, 1883, so as to be recoverable as arrears of land revenue, interest being charged at the usual rate on the portion recoverable; but they shall be charged in the first instance to "Famine Relief—VI Miscellaneous: advances for aided private works." On the close of famine relief operations or earlier, if possible, the amount to be recovered shall be settled by the Local Government, and that amount shall then be transferred in the accounts by deduction from "Famine Relief" expenditure to the debit of "R. R. Provincial advances and loan account. Advances to cultivators:—advances for aided works," recoveries being credited to the latter head.

(c) Advances for the financing of artisans shall be similarly accounted for.

(d) All other advances made under the Land Improvement Loans Act or the Agriculturists Loans Act shall be dealt with under the ordinary rules and not shown as famine expenditure.

ACCOUNTS.

SECTION VIII.—Miscellaneous.

Payment of medical
subordinates.

283.—(a) On the appointment of a medical subordinate to famine relief work, the chief administrative medical officer making the appointment will forward an order of appointment to the officer himself and a copy of it to the Accountant-General, as well as to the famine officer under whom the subordinate will work, or, if he cannot ascertain this, then to the Collector of the district to which the medical subordinate is posted, who will forward the order to the proper quarter. The order of appointment should show the pay and allowances sanctioned for the officer while on famine duty.

(b) If the medical subordinate is already in government service, he should take a last-pay certificate with him from the officer under whom he was working and this should be attached to the first salary bill drawn while on famine duty.

NOTE.—If in special circumstances the medical subordinate is unable to take a last-pay certificate with him, the famine officer under whom he is posted should apply for and obtain it from the officer from whose office he is transferred.

(c) The salaries and allowances of a medical subordinate should be drawn on bills signed by him and countersigned by the famine officer under whom he works, or signed by the famine officer alone. The bill should be drawn in accordance with the rates sanctioned in the orders of appointment and in the case of an officer already in government service the last-pay certificate referred to above should be attached, a note being made on the last-pay certificate showing the date of taking over charge of famine duties. If there is delay in getting a last-pay certificate, the salary of the subordinate for the period of actual duty on famine work may be drawn in accordance with the sanctioned rates of pay and allowances shown in the order of appointment. The pay for the period of transit and for the period of employment in the former office after the date shown in the last-pay certificate may be drawn after the last-pay certificate arrives.

(d) A treasury officer should not refuse payment of bills drawn or countersigned by a famine officer on account of a medical subordinate merely on account of want of authority sanctioning the appointment. His duty in such a case is only to see that there is nothing *prima facie* objectionable in the bills beyond the absence of the order of appointment.

(e) The bill should ordinarily be encashed at the nearest treasury or sub-treasury, but when this involves delay it may be paid out of the permanent advance held by the famine officer which can be recouped by the encashment of the bill from the treasury or sub-treasury.

(f) Where the famine officer is an officer of the public works department and pays the bills out of his imprest, he should forward them with his accounts to his audit officer unless he recoups his imprest by encashing the bills from the treasury. The audit officer on receiving the bill will pass on the charge to the civil department for adjustment.

NOTE.—The officer in charge of a relief work is a "famine officer" for the purposes of this paragraph.

Scales of establishment
and powers of sanctioning
establishments.

284.—A general scale of establishment will be laid down by the Local Government for each of the general branches of relief. Within the limits of such scale the following officers shall have power to sanction appointments:—

Commissioner, superintending engineer or chief medical officer.—

Any appointment carrying a consolidated salary of not more than Rs. 250.

Collector or executive engineer.—Any appointment carrying a consolidated salary of not more than Rs. 150.

NOTE.—The Collector and the executive engineer may delegate to the subdivisional officer and the district engineer respectively their powers under this section in respect of an appointment carrying a consolidated salary of not more than Rs. 25.

Pending any orders of the Local Government to the contrary, the scales of establishment given in the famine code and its appendices shall be taken to be those laid down by the Local Government.

ACCOUNTS.

285.—The Commissioner, superintending engineer or chief medical officer may sanction an establishment in excess of the general scale, up to a limit of 25 per cent., reporting his action immediately to the Local Government.

286.—Each district officer and executive engineer shall maintain a register of sanctions to establishment in his district or division in form no. 100 of the Civil Account Code. In this register a separate page or pages shall be allotted to each relief work, poorhouse or other relief institution for which establishment is entertained and a full index shall be maintained.

NOTE.—This register is required for the audit of establishment charges which is conducted against sanctions, but it is not possible ordinarily in the case of famine to maintain a complete record, and payments of less than Rs. 10 may be omitted. In the case of menial establishments, varying with the number of persons on relief, it is only an inspecting officer who can efficiently supervise the variations in number and rate of remuneration, but it will assist the audit if in such cases a note is made in the register of the general rule that regulates the scale.

287.—An officer transferred to or from famine duty shall ordinarily be paid his salary due to date on making over charge.

288.—When an establishment bill chargeable to "33—Famine Relief" is presented for encashment at a treasury or sub-treasury, it should be accompanied by a challan for the credit into the treasury of the deductions on account of income tax, &c. The treasury officer will pay the net amount of the bill in cash and the deductions by transfer credits to the proper heads. In the public works department the disbursing officer debits the gross establishment charges in the cash book and credits the income-tax fund and other deductions as receipts.

289.—The Collector or executive engineer shall communicate objections to the officers concerned by means of half margin memoranda. All objections shall be entered in an objection book in form L-X which shall be closed and signed by the district officer or executive engineer quarterly. Objections still outstanding shall be brought on to the book for the new quarter and special attention shall be paid to their prompt settlement. Objections should be kept distinct, each being given a separate number, which should invariably be referred to in all correspondence on the subject.

290.—When famine operations are imminent the Collector or executive engineer shall arrange for an adequate supply of account and other forms.

Stationery shall be obtained as far as possible from the Stationery department, but the Collector and executive engineer may in case of urgency purchase stationery in the local market. No sanction of the Local Government to such purchases need be obtained. It is the duty of controlling officers to see that the power of local purchase is not unduly exercised.

The Collector may in case of urgency employ any private press for printing work, reporting the same to the Commissioner for approval.

291.—Bills shall be drawn on papers of different colours in token of urgency and to facilitate sorting. The following colours are suggested :—

Village works bills, red ; village gratuitous relief bills, blue ; poorhouse bills, green ; village kitchen bills, yellow.

292.—All forms and bills, which will ordinarily be prepared in the vernacular, shall have bilingual headings.

293.—Vouchers shall, as far as possible, be submitted in English, but no objection shall be taken to any voucher because it is in the vernacular.

294.—Certificates shall be printed in such a way that one signature will suffice for both bill or statement and certificate.

295.—The Collector or executive engineer may disregard an arithmetical error of 4 annas in any case, and up to 1 per cent. but not exceeding Rs. 1 where the bill or voucher is for an amount in excess of Rs. 25.

The Collector or executive engineer may waive an objection, not involving a personal claim by any officers in permanent government service and temporary employes on salaries exceeding Rs. 20 a month, of any other kind which relates to an item of not more than Rs. 100.

Register of sanctions.

Officers transferred to or from famine duty to be paid to date.

Treatment of deductions from establishment bills.

Objections and objection book.

Supply of forms.

Colours of bills.

Bilingual headings.

Vernacular voucher not to be objected to.

Printing of certificates.

Powers of disregarding errors and waiving objections.

Horse allowance.

296.—The Collector shall have power to sanction the payment of a horse allowance not exceeding Rs. 25 per mensem to any subordinate employed on famine duty who has a considerable amount of travelling to do in the course of his work.

Commission to bankers.

297.—No charges for commission to bankers for cashing cheques or pay bills payable by the Government, or otherwise supplying funds for government expenditure shall be passed in audit unless the arrangements under which the expenditure is incurred have been sanctioned by the Local Government.

Before sanctioning such special arrangements the Local Government shall always satisfy itself by reference to the civil account officer of the province that no more economical arrangements can be made, and that the particular method proposed is otherwise free from objection.

Arrangements for keeping a large number of villages in funds.

298.—To meet the difficulty of keeping a large number of villages regularly in funds, the following expedients may be adopted :—

(a) The money order system may with great advantage be used for periodical remittances, the necessary arrangements for prompt payment being made with the head post offices.

(b) Escorts may be appointed for a circuit of villages to be visited at stated intervals.

(c) Police stations and other centres may be used as dépôts, the money being sent there by money order or otherwise, and the payees coming there to receive it.

(d) The services of touring officers may be enlisted to convey sums due to the villages which they are about to visit.

In the last two cases the money received from the sub-treasury should not pass through the accounts of the officers distributing, who will act in the matter merely as a post office.

Delegation of powers of Local Government.

299.—(a) In the matter of famine contingent charges, the power of sanction given to the Local Government under article 98 of the Civil Account Code is delegated to the Commissioner and superintending engineer respectively in regard to officers employed on famine duty under them.

(b) The powers conferred on the Local Government under articles 178, 180, 1056, 1059 and 1060 of the Civil Service Regulations are extended to the Commissioner and Superintending Engineer respectively in regard to officers employed on famine duty under them.

(c) Any defalcation or loss of famine funds other than a defalcation or loss occurring in a treasury or sub-treasury, which under the ordinary rules has to be reported to the Accountant-General, should be reported to the Commissioner. The latter will pass orders if it is within his competence to do so; but if a sum which is in excess of Rs. 200 has to be written off or if any defect in system requiring orders is shown to exist, he should make a report to the Government.

Payment of grain contractor.

300.—A contractor for the supply of grain shall draw out a bill, weekly or more often as prescribed by the Collector, for the value of the grain supplied by him, attaching the receipts for the grain so supplied to the bill, and present it to the officer by whose authority the grain was supplied.

Where the bill relates to grain supplied to more than one poor-house, kitchen, &c., it should be divided into separate sections for each of the same, to facilitate comparison with the accounts of each and the posting of the check ledgers. Advances to grain dealers shall be made by the Collector out of his permanent advance and shall not be made from the permanent advances of charge and circle officers. A separate register of such advances shall be opened by the Collector and their recovery be closely watched by him.

Stock register.

301.—A stock register in form L-XI of all furniture, tools and plant at each village work, poorhouse, and state kitchen should be kept by the officials in charge, and in it should be entered all purchases made from time to time. When relief operations are over, such things as are required should be made over to the executive engineer and the rest sold by public auction, and the amount realized credited

to the Government; the sale proceeds should be entered against each item in the stock register, and the register should then be submitted to the head office for check with reference to the amounts credited to the Government in the treasury accounts.

ACCOUNTS.

302.—The Accountant-General shall be responsible for seeing that the amounts of copper coin required for use on famine works are in readiness in the district treasury in advance of requirements. Collectors shall be responsible for keeping the Accountant-General informed of their probable requirements as early as possible; and in all districts where famine is anticipated they must send to the Accountant-General not later than the 1st January a rough estimate of the number of persons who will probably require relief on works of all kinds in the district, and of the period for which they will require relief.

Supply of copper coin.

Appendices and Forms.

THE appendices give instructions for carrying out the principles and rules laid down in the code. The same authority attaches to them as to the code.

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APPENDIX A.**RULES REGARDING REPORTS REQUIRED BY THE GOVERNMENT OF INDIA ON CURRENT AGRICULTURAL CONDITIONS AND PROSPECTS, AND WHEN FAMINE IS APPREHENDED OR PREVALENT.****A.—REPORTS REQUIRED IN ORDINARY TIMES.***Weekly telegraphic report on season and crops.*

I.—A telegraphic summary for the province of the weekly reports submitted by district officers on the state of the season and the prospects of the crops should be despatched so as to reach the Government of India not later than Thursday in each week.

II.—The summary should present a sufficiently complete and accurate picture of the position in the week under report to enable the Government of India to form a true opinion on the agricultural situation and prospects of the province; and it should be so drawn up as to admit of being published in the Gazette of India without revision or further reference to the provincial authorities. The circumstances of individual districts should be referred to as sparingly as possible, these details being reserved for publication in the local gazettes.

The report should notice (1) the amount and general character of the rainfall of the week, and the tracts in which the total rainfall of the season has been insufficient; (2) according to the season, the progress of agricultural operations, the state of the standing crops and the prospects and probable outturn of the harvests; (3) any serious damage done to crops by insects, blight, hailstorms, drought, floods or other natural calamities; (4) the condition of agricultural stock, and the sufficiency or otherwise of pasturage, fodder and water supplies; (5) the state of the grain market and the pitch and tendency of the prices of food grains. When prospects seem serious the explanations furnished under the provisions of the famine code by district officers of abnormally high prices of food grains should be briefly incorporated in the telegram. The condition of the opium crop should be specially noticed, and the same practice may be followed in regard to other crops of commercial importance. Local Governments may add any further particulars which may be considered necessary.

III.—Intelligent compilation of the summary is specially demanded. The use of vague or stereotyped phrases week after week should not be permitted, and expressions which necessitate a reference to previous reports, such as "crop prospects unchanged," "no change in prospects with the exceptions previously noted" should be avoided: each report should be so framed as to be complete in itself.

The main object of these reports is to show how far the condition and prospects of

CORRIGENDUM TO THE FAMINE CODE, 1912.

Rule V of the rules in appendix A of the Famine Code, 1912, printed on page 7, is cancelled.

G. G. O. (R. & A.) No.
8-21-8, dated the 19th
June 1912.

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II.—The summary should present a sufficiently complete and accurate picture of the position in the week under report to enable the Government of India to form a true opinion on the agricultural situation and prospects of the province; and it should be so drawn up as to admit of being published in the Gazette of India without revision or further reference to the provincial authorities. The circumstances of individual districts should be referred to as sparingly as possible, these details being reserved for publication in the local gazettes.

The report should notice (1) the amount and general character of the rainfall of the week, and the tracts in which the total rainfall of the season has been insufficient; (2) according to the season, the progress of agricultural operations, the state of the standing crops and the prospects and probable outturn of the harvests; (3) any serious damage done to crops by insects, blight, hailstorms, drought, floods or other natural calamities; (4) the condition of agricultural stock, and the sufficiency or otherwise of pasturage, fodder and water supplies; (5) the state of the grain market and the pitch and tendency of the prices of food grains. When prospects seem serious the explanations furnished under the provisions of the famine code by district officers of abnormally high prices of food grains should be briefly incorporated in the telegram. The condition of the opium crop should be specially noticed, and the same practice may be followed in regard to other crops of commercial importance. Local Governments may add any further particulars which may be considered necessary.

III.—Intelligent compilation of the summary is specially demanded. The use of vague or stereotyped phrases week after week should not be permitted, and expressions which necessitate a reference to previous reports, such as "crop prospects unchanged," "no change in prospects with the exceptions previously noted" should be avoided: each report should be so framed as to be complete in itself. The main object of these reports is to show how far the condition and prospects of the crops, stocks and prices vary from the normal, and they should be worded accordingly. Such phrases as "sowings have commenced in places," "harvesting has begun," "prices are almost stationary" give little information. What the report should show is, whether sowings are, as compared with normal conditions, satisfactory, or late or restricted; whether harvest prospects and outturn are good, fair or poor; whether prices are high or low, rising or falling; and so on. The Director of the department of Land Records and Agriculture should be made responsible for seeing that a uniform and well-regulated system of recording the facts above indicated is maintained. The use of local vernacular terms, being unsuited to reports intended for general information, should be entirely avoided.

IV.—The district reports should be published in the local gazettes. Their main object is to show from week to week, in a brief and succinct form, the actual conditions and prospects of agriculture in each district as compared with the normal, including the condition of the cattle and the supply of fodder and water.

V.—Separate copies of all season and crop reports, whether weekly, monthly or half-yearly, published in the gazettes of Local Governments, should be posted

regularly to the Revenue and Agricultural department of the Government of India, for information and record.

Annual abstract of relief works programmes.

VI.—By the 1st of September in each year an abstract should be submitted to the Government of India of the famine relief works programme of each district showing the number of persons for whose employment, in the event of famine, provision has been made. The statement should be in form E.*

B.—REPORTS REQUIRED WHEN FAMINE IS APPREHENDED AND DURING THE PREVALENCE OF FAMINE.

Preliminary reports.

VII.—Whenever, owing to a deficiency or failure of the rainfall, agricultural prospects become serious, and apprehensions of distress arise, the Government of India should be furnished with a special report on the state of affairs. The report should review the economic condition of the district or group of districts affected; the outturn of recent harvests; the nature and the extent of the anticipated failure of crops; the probable intensity and duration of distress and the contingencies on which they depend; the classes most affected; the position as regards local trade, communications, food stocks, prices, fodder and water supply, &c.: the precautionary steps taken to organize measures for dealing with distress; the state of the relief programmes; the probable extent to which the land revenue demand may have to be postponed or remitted; and the financial assistance likely to be required to meet demands for agricultural advances and relief expenditure, so far as they can be estimated at the time. A similar preliminary report should be supplied for any new districts or groups of districts which may become affected subsequent to the submission of the first preliminary report.

VIII.—The preliminary report should be furnished as soon as it is possible for the Local Government to form a general estimate of the position, and should not be delayed for detailed or exact statistical information, the object being to give the Government of India the earliest information practicable as to the likelihood of relief measures being required. If the statistical data are not complete, a fuller report should be furnished in continuation of the preliminary report as soon as the materials are available. Any marked change in the situation for better or worse should be immediately reported by telegram.

Weekly telegrams and returns.

IX.—The first indications of crop failure and distress amongst the population, whether due to drought or other natural calamity, should be communicated in the weekly telegraphic "season and crop" reports. Until regular famine relief measures have actually been started in the province these reports should also notice the measures taken to ascertain the existence of distress and the preliminary measures adopted to relieve it; they should indicate the districts in which test works have been opened, and the number of persons resorting to them, the number of persons (if any) receiving gratuitous relief, and whether arrangements are being made for the grant of remissions or suspensions of revenue and agricultural loans, &c.

X.—But when once the existence of famine in a province has been recognized by the starting of relief measures under the famine code a separate famine telegram should be despatched weekly to the Government of India on the same day as the season and crop telegram, which should then be confined to a description of the progress of the season, the condition of the crops and the state of stocks and prices in the non-affected areas. The special telegram should give the following statistical information regarding government famine relief:—

- (1) number of workers on (a) test works and (b) relief works, of all kinds (exclusive of dependants);

(2) number of persons in receipt of government gratuitous relief or special relief of all kinds (including the dependants of workers relieved on works and weavers and artisans relieved in their own trade);

(3) total number of persons relieved.

The figures should be the number on the last day of the week under report or the daily average for the week, and in telegraphing the figures the following abbreviations may be used "Works ... Gratuitous. ... Total."

XI.—The figures are not required for each district but for the province as a whole; but should relief measures be undertaken in entirely different parts of a province it will be convenient to group the affected districts in each part and telegraph separate statistics for each group as well as the total for the province. If famine measures are in progress in any native states under the political control of the provincial government, separate relief statistics under the prescribed headings should also be supplied, as far as possible, for such states collectively.

XII.—The weekly famine telegram should also record the price, in government sérs per rupee, as it stood on the last day of the week under report, in each district, or group of districts, in which famine relief operations are in progress, of the staple grain upon which the famine wage for the time being is calculated in that district or group.

NOTE.—There is no need to specify the staple, and the addition to telegram may conveniently take the following form: "prices—Poona and Bijapur 9, Sholapur 8½." When the staple or the price varies from place to place in the same district, an average will suffice, or the price of the principal staple.

XIII.—The inclusion of a district or state for the first time in the affected area, whether of a province or group, and, similarly, the removal of a district or state, as no longer affected, from the affected area, should be communicated in the weekly telegram.

XIV.—In addition to the statistical information required by the preceding rules, the weekly famine telegram should contain general information as to changes in the condition of the people and the state of affairs in the affected areas, e. g.:—

- (1) whether distress is acute or slight, increasing or decreasing, the classes mostly affected, and the cause of any marked rise or fall in the number of persons reported to be on relief;
- (2) whether the people are resorting freely to relief works, clinging to their homes or concentrating in towns. Whether there is much wandering, any general appearance of emaciation among applicants for relief, any large influx of foreigners, &c.;
- (3) the physical condition of the people on relief, particularly of the women and children, and of the labouring and cultivating classes generally;
- (4) the sufficiency of relief measures, and any special measures, such as relief to weavers and artisans in their own trade, the grant of advances, suspensions of land revenue, importation of fodder for cattle, measures to improve the water supply, &c.;
- (5) the state of the public health, and the prevalence of epidemics;
- (6) the need for private charitable relief for clothing, medical comforts, or other objects, and the extent to which it is being met;
- (7) when private or aided works are affording important relief, the number of persons relieved on such works, so far as known.

NOTE.—An example of a weekly telegraphic famine report is appended to these rules (vide pages 59 and 60).

XV.—Details by districts (and native states) of the relief figures reported in the weekly telegram under rule X should be despatched in form D,* so as to reach the Government of India not later than the Tuesday following the despatch of the telegraphic report.

Monthly reports.

XVI.—In addition to the weekly telegraphic reports and weekly relief statements a monthly written report should be furnished to the Government of

India as long as famine relief continues. With this report should be sent the tabular statements A and B, appended for the British districts in which famine relief measures are in progress. Form C* should also be sent when necessary. See rule XVIII.

XVII.—The report should be in the form of a memorandum preceding the statements and should supply briefly the information indicated in the schedule attached as far as it may be available. Details by districts are not required. The remarks should be a condensed summary for the whole area affected, of the principal facts reported in the district relief reports submitted to the chief authority controlling famine relief operations.

Note.—After it has been despatched to the Government of India, the monthly report may be published in the local gazette, should the Provincial Government so desire. It should be submitted to the Government of India in print, with the usual number of spare copies.

XVIII.—The first monthly report should be accompanied by a statement in form C* appended, which should be illustrated by a skeleton map of the province showing in three shades (a) famine tracts, (b) scarcity tracts in which relief is being given (if these are distinguished from famine tracts), (c) scarcity tracts in which relief may be needed. A revised statement and map, in the same form, should be supplied when any marked alteration occurs in the position, or the estimates require to be reconsidered in the light of fuller information.

XIX.—The report for each month should be despatched to the Government of India, whether complete or incomplete, by the end of the following month, either by the Government of the province, the Famine Commissioner (when one is appointed), the Board of Revenue, or such other revenue authority as the Local Government may determine. Deficient information may be subsequently submitted, either in the next monthly report, or in a separate letter.

Special reports.

XX.—The following matters should be separately represented as occasion may require, in special reports, which should be submitted in sufficient time to enable the Government of India to make any provision of funds or establishments which may be necessary :—

A.—the extent to which suspensions or remissions of land revenue which have been ordered, or may be in contemplation, are likely to affect the estimates of land revenue receipts.

B.—if there is any reason to believe that the provincial funds will prove insufficient to meet the exigencies of famine, the extent to which imperial aid is likely to be required.

C.—the extent to which the provincial staff requires to be increased by drafts from imperial departments or otherwise.

XXI.—Immediate information by telegraph should be furnished to the Government of India of any disturbance in the nature of a grain riot. The telegram should indicate, as far as possible, how far the disturbance was serious, what measures were adopted to put it down (whether for instance the aid of the military was required) and how far loss of life and property resulted from it. In serious cases, fuller details may be reported by post; where the case is of trifling importance, the telegram should conclude with the words "no further report seems necessary."

XXII.—When there is reason to believe that subjects of native states are immigrating into British territory to any unusual or considerable extent owing to distress, the Government of India should be informed of the facts and of the name of the state or states concerned. Similar action should be taken when British subjects are found to be migrating to native states.

Final report.

XXIII.—On the conclusion of a period of famine, a review of famine relief operations should be prepared for publication and submission to the Government

* See form B-V.

of India. Subject to any alteration or amplification which the Local Government may think advisable, the report should contain information under the several heads mentioned below. The report should specially notice to what extent the works executed by famine labour are of a permanent character and distinct public utility, or to what extent their value is temporary and their public utility doubtful. They should be tabulated and classed into "major" and "minor" works, and also according to their character as, for instance, construction or repairs of unmetalled roads, metalling or remetalling of roads, collecting metal, railway earthwork, irrigation embankments, canal excavation, construction, improvement or repairs of tanks, and the like, and a careful estimate should be made of the value, at ordinary public works rates, of the work executed by famine labour, compared with the actual cost. In the section of the report dealing with the influence of railways and irrigation works in the mitigation of distress, a careful estimate should be given of the value of the crops saved by government irrigation works in each district which suffered from drought; and any other evidence which may be forthcoming of the directly protective effect of state irrigation works should be recorded.

XXIV.—The table accompanying the report should include statistics of the numbers of persons on relief in each district, in each month or each fortnight from the commencement to the end of the famine, classified according as they were relieved on works, as dependants of workers, in poorhouses or kitchens, or in their homes. The ratios of persons so relieved to the total population of each district or affected portion of each district, should also be given; and also the respective numbers of men, women, and children receiving relief. The imports and exports of food grains, the course of prices, the rainfall and the mortality of the people should also be statistically exhibited.

Other reports.

XXV.—Any reports, other than those required by these rules, which may be prescribed by the Local Governments for their own information, need not be formally transmitted to the Government of India; but they desire to be regularly supplied informally, and in anticipation of their later appearance in the monthly volume of proceedings, with a copy of all important famine reports and orders as soon as they are printed.

Headings for final provincial famine reports. (See rules XXIII and XXIV.)

- I.—The economic and agricultural condition of the affected tract before the famine.
- II.—The cause of the famine, and the extent of the failure of the harvest.
- III.—The area, population, and classes affected, and the degree of distress.
- IV.—General narrative of the commencement, progress, and close of the famine.
- V.—Relief measures and administration: organization of the relief system; public works relief; non-departmental relief; charitable relief.
- VI.—Statistics and cost of relief, and nature and utility of works constructed with famine labour.
- VII.—Indirect relief: the suspensions and remissions of land revenue and other dues; loans and advances.
- VIII.—Food stocks, trade, and prices, and the effect of high prices on crime.
- IX.—Public health, and the mortality of the famine period.
- X.—Immigration and emigration.
- XI.—Water and fodder supply, and the preservation of the cattle.
- XII.—Influence of railways and irrigation works in the mitigation of distress.
- XIII.—General remarks on the working of the famine code; the measure of success attained; the attitude of the people; the future outlook.

Example of a weekly famine telegram.

Distress severe in Gujrat, but slight in affected districts of Deccan. Will probably increase in both tracts when cotton-picking ceases. Surat and Palampur

added to affected areas. Smaller cultivators getting to end of their resources and coming on relief. No wandering or emaciation, except among Rajputana immigrants. People on relief generally in good condition and relief measures adequate. No disinclination to resort to relief works apparent. Public health good, except for cholera epidemic in Surat, where necessary remedial measures have been taken. Private charity active in towns, and cheap grain shops established. Liberal suspensions of land revenue granted, and loans being freely advanced for purchase of fodder and deepening of wells. Trade active, traffic requirements being fully met. Prices of food grains high but stationary, except in Gujrat, where rising. Prices: Deccan 12 to 15, Gujrat 8 to 10, Native States 9 to 12.

Numbers on relief in thousands.—British districts:—Deccan: works 156; gratuitous 26; total 182. Gujrat: works 345; gratuitous 82; total 427. Native States: works 66; gratuitous 18; total 84. Large rise in Broach owing to completion cotton harvest.

FORM A-I.

[VIDE PARAGRAPH 6 OF THE CODE.]

Crop and weather report, *district for the month of* 19 .
 [To be submitted to the Director of Land Records and Agriculture before the 4th of the
 succeeding month.]

STATEMENT OF RAINFALL.

STATEMENT OF PRICES.

Name of raingauge station.	Rainfall during the month.						Grain.	Normal price.	Price at end of corre- sponding month last year.	Price at end of preced- ing month.	Price at end of month reported on.
	Nor- mal.	1st to 7th.	8th to 15th.	16th to 23rd.	24th to end.	Total.					
1	2	3	4	5	6	7	8	9	10	11	12

FORM A-II.

[VIDE PARAGRAPH 37 OF THE CODE.]

Crop outturn in the

$$\frac{\text{tahsil}}{\text{district}}$$

Crop.	Normal area (aver- age of)	Area in 19 .		Net area (column 3 minus column 4).	Percentage of column 5 on column 2.	Outturn in terms of 16-anna normal.	Percentage of actual outturn to normal outturn of normal area.	Remarks.
		Area sown.	Deduct area failed (<i>tukham- sohht</i>).					
1	2	3	4	5	6	7	8	9

NOTE.—To fill in column 8 multiply the figure in column 6 by that in column 7, and divide by 16; enter the result in column 8, e.g. if the net area sown with rice is 64 per cent. of the normal and the outturn is 7 annas, then enter in column 8 $64 \times 7 = 28$.

FORM A-III.

[Vide paragraphs 9 to 19 of this code.]

Programme of public works in the district for the year 19 :
 [To be submitted by the district engineer, after consultation with the Collector and the executive engineers and the special survey officer, if any, to the executive engineer by the 15th June in each year.]
 [To be countersigned by the Commissioner after consultation with the superintending engineer and submitted by the superintending engineer to the Chief Engineer by the 15th July.]

District or portion of district.	Population.	Serial number of work.	Name of work.	Large works (works employing one or more charges of 5,000 famho relief workers).			Small works (works employing less than a full charge).			Remarks.
				Estimated cost at ordinary rates.		Number of units which can be employed.	Estimated cost at ordinary rates.		Number of units which can be employed.	
				Of whole work.	Of portion available for relief.		Of whole work.	Of portion available for relief.		
1	2	3	4	5	6	7	8	9	10	11

NOTE.—(a) For the numbers to be provided for, vide paragraph 11 of the code.

(b) If any work has been commenced but not completed, the fact should be specially noted in the remarks column and only the quantity of work remaining to be done should be entered in columns 5 to 7 or 8 to 10.

(c) The programme of the works should be noted in the remarks column.

(d) The general character and utility of the works and the prospect of their completion, either within or soon after the period of distress, should be noted in the remarks column.

(e) The programme should contain sanctioned works only and should be divided into two parts—(1) works of utility, (2) works sanctioned as relief works only.

(f) A list in the same form should be prepared for each district of works proposed but not sanctioned. (Vide paragraph 15 of the code.)

(g) In filling in columns 7 and 10 the number of units which can be relieved per rupee of expenditure at ordinary rates should be taken as 25 in the plains and as 20 in the hill districts.

FORM A-V.

[VIDE PARAGRAPH 49 OF THE CODE.]

Area and population affected and estimate of the number of persons for whom relief is likely to be required in the district.

Total area of district.	Total population affected.	Population of area affected.	Actual maximum of recent famines or estimated maximum of future famines.	Maximum number of persons for whom relief on works is likely to be required.		NUMBER OF UNITS PROVIDED FOR IN THE PROGRAMMES.												Maximum number of persons for whom gratuitous relief is likely to be required.		Estimated expenditure of all kinds.			Probable suspensions or revisions of revenue.
				On any one day.	In the aggregate, i.e. total number of units.	PUBLIC WORKS.						VILLAGE WORKS.						On any one day.	In the aggregate, i.e. total number of units.	On or in connection with works (excluding dependants).	On or in connection with gratuitous relief (including dependants on works).	On advances and loans.	
						Sanctioned.	Not sanctioned.	Large works (works employing one or more charges*).	Small works (works employing less than a full charge*).	Civil Works.	Private works.		Aided.	Unaided.									
											† A	† B			† A	† B	† A						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23.	24

* A charge = 5,000 famine relief workers.

† A.—Which have been examined and approved and for which complete projects have been prepared.

† B.—Which have been suggested but for which details have not been worked out.

FORM B-I.

(VIDE PARAGRAPH 56 OF THE CODE.)

No. _____

Dated

19 .

SUBMITTED TO

for information.

Collector.

[NOTE.—To be submitted weekly to the Local Government direct by the Collector. Copy to be sent to the Commissioner of the division for record in his office.]

Weekly statement for the _____ week ending *Saturday evening the* _____

District.	Test works under civil agency.					Test works under public works department.					Poorhouse relief.					Number and cost of persons relieved by police.	Remarks.						
	Number open during period under report.	Number of labourers on last day of period under report.			Expenditure during period under report.	Expenditure from outset to date.	Number open during period under report.	Number of labourers on last day of period under report.			Expenditure during period under report.	Expenditure from outset to date.	Number of inmates on last day of period under report.										
		Men.	Women.	Children.				Men.	Women.	Children.			Men.	Women.	Children.	Total.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

NOTE.—B-I will be discontinued and the forms prescribed in paragraph 80 of the code sent instead, as soon as either scarcity or famine is declared in the district.

FORM B-II.

(VIDE PARAGRAPH 80 OF THE CODE.)

Progress statement of famine relief operations in the _____
district for the month of _____ 19 .

NOTE.—This progress statement should be forwarded by the Collector in original to the Local Government so as to reach the Local Government not later than the 7th of the month following that to which the information relates. Duplicate copies should be forwarded by the Collector to the Commissioner, who should add such remarks of a general and supplementary nature as may be necessary and forward one copy to the Local Government. A copy should be sent also to the Famine Commissioner (if any). The statement will relate to the period between the last Saturday of the previous month and the last Saturday of the month under report; but the statement for April should commence with the first day and the statement for March end with the last day, of the financial year.

1. Area of district.

2. Population in thousands.
3. Affected area.

4. Population in thousands of affected area.

1.—Particulars of relief.

					Number on last day of month.			
					Men.	Women.	Children.	Total.
Relief works.					1	2	3	4
Numbers on public works	...	{ (a) workers				
		{ (b) dependants				
Ditto civil works (workers)				
Ditto private works	...	{ aided				
		{ unaided				
Total on works								
Gratuitous relief.								
Numbers relieved under chapter VIII	...	{ by dole				
		{ by cooked food				
Ditto ditto	IX	(poorhouse relief)				
Ditto ditto	XI	(state orphanage relief)				
Ditto by the Police				
Total, Gratuitous relief								
Special relief.								
Numbers relieved under chapter XIV (artizans)				
GRAND TOTAL								

- Number of relief circles _____.
- Ditto kitchens _____.

Ditto state orphanages _____.

Ditto poorhouses _____.

Ditto public works open _____.

Ditto civil works open _____.

Ditto private works open ... { aided _____.

unaided _____.

Ditto verified starvation deaths _____.

Ditto strangers from native states—

(a) on relief works ... { workers _____.

dependants _____.

(b) in poorhouses _____.

(c) in villages or at kitchens _____.

II.—Particulars of state expenditure during the month of _____ 19
and from commencement of relief operations.

				Wages.	Gratuitous relief.	Other expenditure.	Total expenditure of month.	Total expenditure from commencement of relief operations.*
				1	2	3	4	5
				Rs.	Rs.	Rs.	Rs.	Rs.
Chapter III—Test works					
Chapter VI—								
Public works					
Civil „					
A.—Total	...							
Chapter VIII	...	{ Relief by doles		
		{ Ditto cooked food		
Chapter IX—Poorhouse relief		
Chapter XI.—State orphanage relief		
Relief by police		
Chapter XIV.—Artizans		
Other relief expenditure (e.g., relief of cattle)		
Salaries and establishment		
				B.—Total			...	
				Total of A and B			...	
Loans under the Land Improvement Loans Act...		{ recoverable		
		{ partly recoverable		
Ditto Agriculturists' Loans Act	...	{ recoverable		
		{ partly recoverable		
Other advances†	...	{ recoverable		
		{ partly recoverable		
Suspensions of land revenue	...	{ (a) sanctioned		
		{ (b) proposed		
Remissions of land revenue	...	{ (a) sanctioned		
		{ (b) proposed		
Date up to which account is made up		

NOTE.—The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.

* Relief operations may be considered to have commenced in any district as soon as any of the forms of relief mentioned in the code are undertaken.

† Includes advances for aided works.

III.—Particulars of relief from non-state funds administered by government officers.

[Vide chapter XVIII of the code.]

Object.								Expenditure.
1								2
I	
II	
III	
IV	
Total							...	

NOTES EXPLANATORY OF STATISTICS I TO III ABOVE.

*Progress report on famine relief operations in the _____ district for the
month of _____ 19 .*

N.B.—It is specially desired that the remarks of reporting officers under each head may be compressed into the space allotted against each head.

(1) (a) The condition of the people and state of crops.

(b) Range of prices of food grains. (The price basis should always be noted.)

(c) Sufficiency of supplies in markets. Importation of grain.

(d) Increase or decrease of rate of mortality compared with normal rate.

(e) Increase or decrease of crime: nature of prevailing crime.

(f) Wandering (if any) of families.

(g) Immigration from native states.

(h) Cattle mortality due to scarcity of fodder or water.

(2) Character of public works open; defects (if any) in management; condition of workers, proportion in weakly gangs or individually tasked under paragraph 104 of the code and their condition; the percentage of the full wage earned by the workers; proportion of dependants to workers; the condition of nursing mothers; proportion of children dependants to adult dependants.

(3) Village works; their nature and sufficiency; classes of people employed on them.

(4) Steps taken to supplement programmes of public and village works.

(5) Comments on any increases or decreases of numbers on relief works or gratuitously relieved as compared with previous month.

(6) Arrangements regarding village relief; numbers on lists; character and sufficiency of agency for working it. If the numbers on gratuitous village relief exceed 3 per cent. of the population, explanation of excess.

(7) Poorhouses; state kitchens; their working.

(8) If numbers on gratuitous relief of any kind supported by government funds (dependants on works, in poorhouses and kitchens, and village relief) exceed one-third of the total number on relief of all kinds, explanation of excess.

(9) Formation of relief committees; amount and utilization of private subscriptions; use of non-official agency generally.

(10) Working and sufficiency of relief organization; general remarks.

(11) Forecast of probable condition of district in ensuing month including forecast of expenditure on—

(a) Works, including dependants (chapter VI).

(b) Village relief and kitchens (chapter VIII).

(c) Poorhouses (chapter IX).

(d) Artizans (chapter XIV).

(e) Non-state funds (chapter XVIII).

(f) Police and other relief.

Collector.

Remarks by Commissioner.

FORM B-III.

[VIDE PARAGRAPH 80. OF THE CODE AND RULE XVI OF APPENDIX A.]

Government of India's famine statement A for the month of _____

N.B.—Numbers of persons on relief to be shown in thousands.

[To be submitted by the Local Government to the Government of India within the first half of the next month.]

District.	Area.	Population in thousands.	Affected area.	Estimated population in thousands of column 4.	Number of workers on relief works on last day of month.				Number of persons on gratuitous relief and special relief.			Grand total of number of persons on relief.				16	Total famine relief expenditure from commencement of relief operations. (In thousands of rupees.)				Loans and advances made in connection with the relief of distress. (In thousands of rupees.)				24
					Men.	Women.	Children.	Total, workers.	Dependants of relief workers relieved on works.	Relieved in villages, kitchens, poorhouses, &c.	Men.	Women.	Children.	Total.	Price of one or more principal food grains in acres per rupee.	Date up to which account is made up.	On relief works.	On gratuitous relief.	Other famine expenditure.	Land Improvement Loans Act.	Agriculturists' Loans Act.	Other advances.	Revenue suspended or remitted. (In thousands of rupees.)		
					6	7	8	9	10	11	12	13	14	15											

NOTE.—

- (1) The statement will relate to the period between the last Saturday of the previous month and last Saturday of the month under report.
- (2) The district figures in columns 2 and 3 should correspond with columns 3 and 4 of form B-V, and these in columns 4 and 5 with the totals of columns 5 and 8 of form B-V.
- (3) Special relief to weavers and artisans should be included in column 11.
- (4) Column 16 should agree with the sum of columns 9 to 11 as well as with the total of columns 12 to 14.
- (5) Columns 18 to 20 should show the total expenditure elapsed under the head of famine relief according to the registers maintained by the district officer, except advances for aided works which should come into column 23.
- (6) The submission of the report should not be delayed in order that accounts of expenditure may be made up to date of report.
- (7) This statement will be prepared in the Government Secretariat and will not be required from district officers.

MONTHLY FAMINE REPORT OF THE LOCAL GOVERNMENT TO THE GOVERNMENT OF INDIA.

[See Rule XVII.]

Schedule of information to be given in the memorandum to accompany famine statements A, B and C for the month of

The memorandum should give the fullest information available as to (1) private relief, (2) village and poorhouse relief, (3) general character of relief works, (4) special relief to artisans, weavers, &c., where it is important, (5) steps taken to supplement insufficient programmes of relief works, (6) physical condition of the people, (7) food stocks, (8) importation of grain, (9) general condition and prospects of affected area, (10) changes in rates of wages, (11) extent to which selection in admission to relief works is being carried out, (12) increase or decrease authorized by the Local Government in the standard wage, (13) cattle mortality due to scarcity of fodder and water, (14) emigration and immigration, and (15) any other matters of importance which will not delay the despatch of the statement beyond the end of the following month. Under "physical condition of the people" as clear an explanation as possible should be given of any increase over the normal death rate of the month, as shown in statement B, or of the month previous and the result of investigations of "starvation" deaths should be stated (see instructions to statement B).

FORM B-IV.

[VIDE PARAGRAPH 80 OF THE CODE AND RULE XVI OF APPENDIX A.]
District form B-IV and Government of India's famine statement B, for the month of _____.
[NOTE.—To be submitted with form B-II to the Local Government direct by the Collector not later than the 7th of the month following that to which the information relates.
Copy to be sent to the Commissioner of the division for record in his office.]

[To be submitted by the Local Government to the Government of India within the first half of the next month.]

District.	Population of district.	Normal mortality of the month, <i>i.e.</i> , number of the deaths calculated on the mean death-rate for the month, exclusive of plague.	Actual number of deaths during the month from—					Death-rate per one thousand of population.		Remarks.
			All causes (including deaths entered in columns 5 to 8).	Plague.	Cholera.	Other epidemic disease causing serious mortality.	Starvation.	Monthly normal exclusive of plague.	Actual death-rate during the month from all causes exclusive of plague.	
1	2	3	4	5	6	7	8	9	10	11

INSTRUCTIONS I.—This statement should be prepared for the calendar month. The average or mean death-rate for the month (column 9) should be calculated on the mortality returns of the previous 10 years (excluding famine years) wherever this is possible. A brief explanation should be given in the column for remarks of any great excess of the death-rate over the average, or of deaths from starvation.

INSTRUCTIONS II.—The following only should be classed as "starvation" deaths in column 8 :—
(1) deaths of destitute wanderers and unknown people who are found dead on the roads or in the open country, and whose bodies show sign of want and emaciation and not signs of any particular disease ;
(2) deaths in hospitals and poorhouses certified by the local medical officer or subordinate to be due to pure starvation ;
(3) deaths in towns and villages other than the above, which are returned by the reporting agent as apparently due to starvation and not to other cause. Reporting agents should be told as a rough guide, that starvation may be assumed to be the cause of death, if no other cause be traced, when there is evidence that the deceased had not had food for 48 hours before death.
The district authorities should enuero all deaths under (1), (2), (3), to be further investigated before the end of the next ensuing month, and should report the results in the page of the monthly report devoted to "remarks" in the following month.

FORM B-V.

[VIDE PARAGRAPH 80 OF THE CODE AND RULE XVIII, APPENDIX A.]

District form B-V and Government of India's famine statement C.—Summary of famine statistics.

[To be submitted with the first monthly statements, in forms B-II and B-IV, and when any marked alteration occurs in the position or the estimates require to be reconsidered in the light of fuller information.]

(74)

[Vide District form B-V and Government of India's famine season.]

District form B-V and Government of India's famine season.

[NOTE.—To be submitted with the first monthly statements, in forms B-II and B-IV, and when any marked alterations are made in the light of fuller information.]

position or the estimates require to be reconsidered in the light of fuller information.]

Province.	District.	Total area in square miles.	Total population.	Famine tract.		Scarcity tract in which relief is being given.		Scarcity tract in which relief may be needed.		Estimated expenditure on direct relief.		Estimated expenditure on loans and advances.		Probable suspensions and remissions of land revenue.	Number of units for which relief can be provided by works remaining on the programmes on date of report (in thousands).				Remarks.			
				Total area in square miles.	Estimated population.	Total area in square miles.	Estimated population.	Area in square miles.	Estimated population.	Area in square miles.	Estimated population.	In current financial year.	In next financial year.		In current financial year.	In next financial year.	On public works.	On non-do. private works.		On private works.	Total.	
																					Part A sanctioned programme.	Part B emergency programme.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
										Rs.	Rs.	Rs.	Rs.	Rs.								

... obtained from the data given for the last census.

... published and others will have been provided for entry in the programme next to be published. The

The total of columns 19 and 20 should equal the total of columns 16 to 18.

NOTE.—(1) The estimated population should be obtained from the data given for the last census.
(2) A "unit" means one person relieved for one day.
(3) Some relief works will have been more or less exhausted since the last programme was published and others will have been provided for entry in the programme next to be published. The net result should be shown in columns 16 to 20.

The total of columns 19 and 20 should equal the total of columns 16 to 18.

FORM B-VI.

THE PARAGRAPH 80 OF THE CODE AND RULE XV OF APPENDIX A.]

District form B-VI (compare Government of India's famine statement D appended) for the week ending

[NOTE.—To be submitted to the Local Government direct not later than Thursday in each week.]

[illegible]

I.--Special relief to weavers and artisans should be included in column 13.

II.—In a footnote it should be stated whether the figures represent the daily average for the week, or the numbers of the last day of the week under report.

III.—Where figures are wanting or incomplete the fact should be stated in a footnote.

IV.—No district or state should be removed from columns 2 and 3 till all forms of government famine relief have been finally closed in it.

V.—When this statement is submitted to the Government of India, the totals for British districts and for native states should be shown separately.

VI.—After the people on relief have been dismissed with a valedictory dole, it is no longer necessary to show them in the weekly reports and returns as on relief. But for the purpose of calculating the unit cost of relief throughout the famine, operations should be treated as having closed on the expiration of the period for which the doles were granted.

[To be filled up in the Secretariat ; not to be used in districts.]
 Government of India's famine statement D for the week ending

[Vide paragraph 50 of the code and rule XV of appendix A.]

[To be submitted so as to reach the Government of India not later than the Tuesday following the despatch of the weekly telegraphic report.]

Number.	Name of district or state.	Area under famine relief.							Tracts under observation and test.	
		Area affected in square miles.	Estimated population of area in column 3.	Number of persons employed on relief works.	Number of persons on gratuitous and special relief.			Grand total on relief.	Number of persons on test works.	Number of persons in receipt of gratuitous relief.
					Dependants of relief workers relieved on works.	Relieved in villages, kitchens, poorhouses, &c.	Total.			
1	2	3	4	5	6	7	8	9	10	11
	British Provinces.									
Total British Provinces.										
	Native States.									
Total, Native States										
GRAND TOTAL ...										

1. For districts in which no regular relief is being given columns 3 to 9 should be left blank.
2. Special relief to artisans and weavers should be included in column 7.
3. In a footnote it should be stated whether the figures represent the daily average for the week, or the numbers of the last day of the week under report.
4. Where figures are wanting or are incomplete, the fact should be stated in a footnote.
5. No district or state should be removed from column 2 till all forms of government relief have been finally closed in it.

B-VII.

[VIDE RULE VI OF APPENDIX A AND G. G. O. NO. 12-45-1, DATED 22ND JULY 1910.]

Statement E.—Abstract of relief works programmes for the year

[To be submitted to the Government of India not later than 1st September in each year.]

District.	Popula- tion.	NUMBER OF UNITS PROVIDED FOR BY RELIEF WORKS OF THE PROGRAMME.												Remarks.		
		Maximum number of units for whom relief is required.		Part A--Sanctioned programme.						Part B--Emergency programme.						
				Actual maxi- mum of recent famines.	Estimated maximum of future famines.	Sanctioned public works.	Non-depart- mental work- schemes have been prepar- ed.	Private works for which schemes have been prepar- ed.	Total sanc- tioned programme.	Public works not yet sanc- tioned.	Non-depart- mental works for which schemes have not yet been prepared.	Private works for which schemes have not yet been prepared.	Total emergency programme.		Total, both programmes.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14			

NOTE.—Numbers to be shown in thousands. A "unit" means one person relieved for one day. Thus, if work is provided for 50,000 people for April, May, and June (91 days), provision is made for 50,000X91=4,550,000 units.

APPENDIX C.—PUBLIC WORKS.

[In this appendix "district engineer" includes a district surveyor.]

THE duties of the public works department and its officers in connection with relief works fall under the following heads :—

	Paragraphs.
I.—General organization and establishment	1—6
II.—Equipment of a charge	7-8
III.—Funds and supply of coin	9—12
IV.—Drinking water and disinfecting water-supply	13—19
V.—Market	20
VI.—Field hospitals	21—23
VII.—Hutting	24-25
VIII.—Conservancy	26—29
IX.—Organization of relief labour. The gang	30—35
X.—Tasks and systems of work... ..	36—39
XI.—Wages	40
XII.—The daily routine of work. Reports and accounts	41—49
XIII.—Checking work, numbers, and payments	50—61

I.—GENERAL ORGANIZATION AND ESTABLISHMENT.

1.—Relief workers should be made up into gangs of approximately 50 "workers" under a "mate." The dependants of each gang will probably number 12 to 15 persons, nearly all of them being children under 10 years of age. Twelve, or thirteen such gangs will be formed into a "party" under a "muharrir" sometimes called a "jamadar." Eight such parties will form a relief "charge." A "charge" will thus contain approximately 5,000 workers in addition to their dependants, or probably about 6,500 persons altogether. These numbers should be the basis of calculation in estimating the establishment, tools, and other necessities to be provided for the numbers which according to the Collector's estimate will probably require relief from month to month. If the number of workers in a charge exceeds 6,000, further enlistment to it must stop, and a fresh charge must be opened at once; the old charge being called "a closed charge" till recruitment is reopened. The new charge may be on a different part of the same work, or on another work at no great distance, but it must be a new charge with its own equipment and establishment complete.

If possible, a new charge should be organized at the head quarters of an existing charge. The establishment and equipment should be assembled there, the excess workers of the existing charge transferred to the new, and the new charge then marched on to its own work or works. The organization of the existing charge is thus utilized in giving the new charge a start. The assistance received in this way is so marked that the point is one of great practical importance. As indicated in paragraph 52 of the code, special importance should be attached to the training of establishment for new charges, other than menials. Establishment under training should draw one half of the salary laid down in the following paragraph.

2.—The complete staff for a charge will ordinarily be as follows :—

Number.	Officials.	Monthly salary.	Remarks.
		Rs. Rs.	
1	Officer in charge	120 to 150 consolidated (inclusive of horse allowance).	} To be supplied by the medical department with adequate local allowances.
1	Hospital assistant	
1	Compounder	
1	Sub-overseer of the permanent staff of the public works department.	Rs. Rs. 65 to 75 consolidated (inclusive of horse allowance).	

Number.	Officials.			Monthly salary.		Remarks.
				Rs.	Re.	
4	Mistris or roadagents	25	to 30	
4	Head muharrirs	30		
8	Work muharrirs	20	to 25	
8	Gang muharrirs	15	to 20	
4	Jamaddars for the laying out gang, water, kitchen, and conservancy.	10	to 15	
1 or 2	Brahman cooks for kitchen	4	to 6	
1	Storekeeper	20		
1	Clerk	30	to 35	
2	Tahsildars or sub-cashiers	15	to 20	
10	Chaukidars, for the treasure chest, the stores and the market.	6	to 8	
5	Peons	6	to 8	
5 or 6	Males in charge of water arrangements	6	to 8	
About 40	Water carriers and distributors	At a daily wage of two or three annas.
10-20	Members of the gang for laying out work	6	to 8	
20	Sweepers	At a daily wage of two or three annas.

3.—(a) The officer in charge should be a munsif-tahsildar or officer of similar standing on the regular establishment of the Government. He shall ordinarily be appointed and may be suspended or recommended for dismissal by the Collector, who, if sufficient men of the class required are not available locally, shall apply to the Commissioner. If the Commissioner is unable to meet the demands of the district officers of his division he shall apply to the Board of Revenue. The deputation of officers of the required standing from districts not suffering from famine should be preferred so far as possible to the employment of temporary men. When on works the officer in charge will be entirely subordinate to the district engineer and may be transferred by him from one charge to another within his district. He is responsible for the general conduct of the work, both administrative and professional, and for the organization of the people with a view to the preservation of order and the distribution of relief. His duties are described in paragraph 90 of the code and further detailed in this appendix.

(b) One sub-overseer of the permanent staff is required for every charge. He will be appointed by the district engineer, who shall apply for men to the executive engineer or superintending engineer. The duties of a sub-overseer are to lay out work in advance, to have profiles ready where necessary, to measure up and record the work done by each gang or each individual, to calculate the wages to be paid for the work done, to see that work is properly finished up behind the gangs, and to assist in all other matters requiring professional knowledge. He should pay particular attention to the correct apportionment of carriers to diggers in accordance with local requirements and should see that the workers work properly and understand the methods and rates of payment (jaisa kam waisa dam). In performing these duties he will be assisted by four mistris or roadagents, who will be appointed by the district engineer, and by eight work muharrirs, who will ordinarily be men selected and promoted from the gang muharrirs by the officer in charge. Non-commissioned officers and men of sappers and miners or pioneer regiments may usefully be employed in place of sub-overseers and roadagents. It is however desirable that these men should only be employed on those works which are inspected by their own regimental officers.

(c) All muharrirs will be appointed by the district engineer. Every endeavour should be made to appoint army reservists and pensioners. In making these and other appointments of camp staff the district engineer should obtain the assistance of the Collector, if necessary, and also of the irrigation branch through his executive engineer. The duties of the head muharrirs will be primarily administrative; they will assist the officer in charge and act as his deputies. On a full charge there will be four head muharrirs each in charge of about 25 gangs. They will be responsible for the working of their gangs, and will collect the daily abstracts and certify to their correctness after comparison with the muster rolls, the measurements of tasks, and the wages earned. They will also assist in the registration of new comers, obtain the money for the payment of their gangs and see that these payments are correctly made, supervise the sanitary and water arrangements and be in general administrative charge of their sub-divisions.

The duties of the gang muharrirs are to keep up the muster-rolls, entering the individual and total wages paid, to prepare the daily abstracts, to do the greater part of the counting out and payment of wages, to see that the people understand the methods and rates of payment, to see that the mates keep the muster rolls on the work, to know the mate's number and the number of the gang, and to assist in such other way as may be required of them.

The jamadars will be appointed by the district engineer. One will be a foreman of the water arrangements, another will be in charge of the kitchen, if any, for feeding dependants, the third will be in general charge of the conservancy arrangements, and the fourth will be in charge of the gang for laying out work. The members of this gang should all be intelligent professional labourers, accustomed to the work.

(d) Mates will ordinarily be selected from among the workers by the members of a gang who should be required to make the selection themselves. Should they fail to select a suitable man the officer in charge will do so. Mates should be classed as A class workers and their names should be entered in the muster rolls. They should be intelligent men chosen for their position and their faculty of exercising control. Labour recruiters should not be chosen as mates. The duties of a gang mate are to see that the people work properly, understand the methods and rates of payment, the rules as to conservancy, the water and market arrangements, know their gang number and are well drilled in seating themselves in classes ready for muster at the word of command "muster ho." He should keep the muster roll permanently with him on the work.

(e) The clerk, sub-cashiers, and storekeeper should be respectable and intelligent men qualified to perform the duties they will be expected to discharge. Ordinarily security should be taken from them. The security should be personal security of landholders, pensioners, or government officials. The clerk should be able to keep his accounts in English. The tahvildars should be able to act as vernacular clerks and the storekeeper should be able to keep the accounts of all tools and stores in his charge.

The clerk and storekeeper will be appointed by the district engineer. The sub-cashiers will be appointed by the Collector with the help of the local treasurer.

(f) The chaukidars of the treasure chest and tools should be carefully selected by the officer in charge and appointed by the district engineer.

Pensioned sepoy should be employed so far as possible as chaukidars and peons and should receive Rs. 8 per mensem. If pensioned sepoy are not available, chaukidars of the district staff may be appointed; these will be nominated by the superintendent of police.

(g) The wages of such carpenters and blacksmiths as are required for keeping in repair tool handles and tools should be charged to "tools and plant."

(h) The conservancy gang will consist of 20 sweepers, working under the control of a jamadar. They will be part of the establishment of the work and will be appointed by the officer in charge.

4.—As long as there are only three or four separate charges open in a district the district engineer can look after them himself, but when there are more than that number and less than six charges, he will require the assistance of a trained upper subordinate of the permanent staff of the public works department, whose services will be obtained on indent from the executive or superintending engineer. One such upper subordinate should be obtained for every additional six charges; but their services may be dispensed with in any district where a sufficient number of military officers have been deputed on famine duty. It will be the duty of the upper subordinate to go round his parties in succession, spending three days with each when possible, to correct all faults in organization (especially the proportion of carriers to diggers), to check the numbers and payments, test the quantity and quality of work, supervise the alignment of new works, and otherwise assist the district engineer.

5.—When a severe and widespread famine is anticipated, the Local Government shall, after considering the reports received from Collectors and Commissioners, apply for the services of officers in the Royal Engineers or the Indian Army. The services of military officers will ordinarily be required in a district where there are likely to be more than 30,000 workers on the public works in that district for a period of not less than three months. One officer will then be required for every 20,000 workers over the first 20,000. The services of these officers should be obtained as soon as possible. They will serve under the orders of the Collector, and will perform the duties laid down in paragraph 78 of the code.

6.—In districts where works are of a comparatively simple nature, not requiring much professional supervision, the Local Government may, if it thinks fit, direct that all appointments to the subordinate staff should be made by the Collector or by the district engineer subject to the control of the Collector, and that disciplinary powers in respect of the staff so appointed should be vested in the Collector and the higher revenue staff.

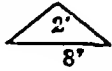


II.—EQUIPMENT OF A CHARGE.

7.—The following will be the first equipment of tools and plant, &c., required for each new charge :—

Articles.	Approximate weights and dimensions for guidance.	Number.	Approximate cost for guidance.	Remarks.
I.—Tools and plant.				
Phaoras, country or English	5½ lbs. ... 3½ to 4 lbs. ...	2,000	0-15 each 9-0 to 11-0 dozen	For a kankar or stone-breaking charge only 500 should be provided. Not required for a kankar or stone-breaking charge.
Pickaxes, English	6 to 6½ lbs.	500	1-4 each	Chisel-pointed country "kndals," 3 to 4 lbs., are sometimes preferred and may be substituted. Price annas 12 each.
"Kndals," country	2½ to 4 lbs.	3,000	0-8 to 0-12 or up to 3 annas lb.	For kankar charges only. May be either diamond or chisel-pointed.
Ballast hammers, English	2 to 3 lbs.	3,000	24-0 to 28-0 cwt.	If children on the works, a proportion of 1½ lb. size may be included. These should be assorted of sizes between the limits given. May be cut up from steel rods. Both ends chisel-pointed.
Sledge hammers	6 to 12 lbs.	200	or up to	
Jumpers, English	5' long 1½" diam.	200	0-4 lb.	English preferred for the larger size. The Roorkee make preferred. If not procurable from an approved Calcutta firm.
Axes, country or English	2 of 6 lbs. and 8 of 3 lbs.	10	0-3 or 0-4 lb.	
Iron treasure chests	2½' X 1½' X 1½'	1	60-0 to 80-0 each	
Iron "dols"	About 6 lbs.	20	0-12 to 1-0 "	For drawing water from wells.
Galvanized iron barrels	2' 3" diam. and 3' 3" long with ½" tap.	20	25-0 "	If the barrels are mounted on wheels Rs. 45 each.
or Galvanized buckets, English	As ordinarily sold	100	1-4 "	Either one or the other to be provided.
Brass "lotas"	About 2 lbs.	20	0-9 to 0-10 lb.	For carriage of water from wells to the workers.
Iron ladles	" 2 lbs.	2	0-6 each	May not be wanted at all. Flat iron "karhals" 2' 6" diam. and 8' deep, cost about Rs. 6.
" boilers	" 43 lbs.	2	7-0 "	
NOTE.—As a rule 3 to 4 ns. and 2 to 3 ns. a lb. may be taken as guiding rates for English and country tools respectively.				
Lanterns	...	20	2-8 to 3-8 each	Of the "hurricane" type.
Lamps	...	3	10-0 "	For officers, for table use.
Time-pieces	...	2	2-8 to 4-0 "	Of the "Bee" type.
Measuring tapes	50' ...	12	5-0 "	Chesterman's metallic.
Wooden chests	2½' X 2' X 2' ...	2	12-0 to 14-0 "	Lined with tin for copper coin.
Tables	3' X 4' and 3' X 2½' ...	4	6-0 to 8-0 "	Two for office, 2 for hospital.
Chairs	Usual types and of common wood.	4	3-0 to 4-0 "	Two for inspecting officer, 1 for hospital.
Charpoys	...	45	1-8 "	Twenty-five for staff and 20 for hospital.
Bamboo racks	...	1	4-0 to 5-0 "	For forms and records.
Office boxes	2' X 1½' X 1' ...	2	2-8 "	One for hospital.
Almirahs	5' X 3' and 4 shelves	1	20-0 "	For hospital drugs. Shelves to be at varying intervals.
Tents	10' X 10' ...	1	180-0 "	Of the "tahsildar's" type.
Do.	10' X 5' ...	5	30-0 "	"Pels" for emergent use only, as huts are to be provided.
Padlocks	...	6	3-0 "	To be apportioned out by charge officer.
Hospital utensils—
"Batwas"	11 lbs. ...	2	7-0 each	These must be kept specially apart, and made over for hospital use only. They are sufficient for 20 patients.
Brass "lotas"	2 " ...	3	1-4 "	
" dishes	3 " ...	2	2-8 "	
Iron "karhals"	15" diam. ...	2	0-12 to 1-0 "	
" "tahlas"	10" " ...	20	0-3 "	
" "tawas"	10" " ...	2	0-2 "	
" spoons	12" long ...	2	0-2 "	
" chimtas"	15" " ...	2	0-1-5 "	
" katoras"	5" diam. ...	20	0-1-6 "	
II.—Miscellaneous articles.				
Baskets	Usual size	6,000	6-4 per hundred	If from jails only Rs. 4 per hundred.
"Thaps"	As ordinarily used	500	6-4 " "	If for a kankar or stone-breaking charge only 1,000 needed.
Wooden rammers	12" X 12" X 2' with 4' handle.	500	0-5 to 0-6 each	Should not be of soft or easily splitting wood.
				For an earthwork charge.
				Where procurable may be made of stone on the works at annas 4 or so each.

NOTE.—No additions may be made to this list, or numbers increased, or rates exceeded, without the special sanction of the superintending engineer. The above rates do not include freight and carriage from source of supply.

The tools should be in accordance with the approved specifications which are recorded in all public works department offices.

Articles.	Approximate weights and dimensions for guidance.	Numbers.	Approximate cost for guidance.		Remarks.
II.—Miscellaneous Articles—(concluded).					
Handles for "phaoras" ...	To be of hard wood without splinters, nicely smoothed round.	4,000	6-4	per hundred	Only 1,000 if for kankar or stone-breaking charge. For an earthwork charge. For a kankar charge. Provided also 1,000 for an earthwork charge. } For a stone-breaking charge.
" pickaxes ...		1,000	6-4	" "	
" "kudals" ...		0,000	0-0-9	" each	
" large hammers		400	0-1	" "	
" small "		6,000	0-0-4	" "	
Measuring rods ...	5' ...	100	0-2	"	To be nicked at 6' intervals, not painted.
Long bamboos for recruiting poles	20' long ...	5	0-8	"	
Smaller bamboos for flags	8' ...	500	0-2	"	For drinking from.
Iron or tin spouts at "piaos."	Channel-shaped about 2½"X1".	20	0-8	"	
Tin funnels	20	0-4	"	For pouring water into barrels, &c.
Muster roll tins	2½' diam. 15" long ...	100	0-3 to 0-4	"	
Bags of net	10'X8" ...	20	0-8 to 0-9	"	To contain 1,000 rupees.
" canvas	2'X12' ...	20	0-10	"	
" "kharwa" ...	8'X4" ...	200	0-1-6 or 0-2	"	Numbers 1 to 100 3' high sewn on in red cloth. Triangular, two out of a rectangle 2'X1'. Numbers 1 to 120 3' high sewn on in white.
Flags white	2'X12' ...	200	0-2	"	
" blue	2'X12' ...	50	0-1	"	
" yellow	2'X12' ...	250	0-1	"	
" red	8'X4' ...	5	0-8	"	
Belts, "kharwa"	To be worn shoulder to waist.	120	0-4-6 to 0-5	"	For storing and cooling water.
Earthenware jars or	...	20	0-8	"	
Iron cisterns	1' 9" diam. and 2' deep		4-0	"	
Blankets	Common, cheap kind.	300	1-8	"	Sixty for hospital. May be procured from jails.
Pernanganate of potash	20 lbs.	1-13	lb.	For periodical disinfection of wells.
Nesfields sterilizing powders.	Made up in sets of packets.	10	0-8	set	For disinfecting wells on an outbreak of cholera.
Shelter screens	6'X4½' ...	300	0-8	each	These will be made up of thatch or "narkhal" mats. Two for each family, to be put up pent to each other.
or
Three pieces of tat, each 8'X2', with bamboo supports and string.	8'X6' (see plan and specification).	150	2-8	each complete	It is only proposed to provide 150 shelters for workers. The screens or "tat" pieces are alternatives. The "tat" tents are recommended. "Sirkhis" are not recommended, and should not be procured unless both of the others are unprocureable. This is for lining out, and odds and ends of jobs.
"Ban" string	...	1 md.	10-0	md.	For construction of huts in the camp, in accordance with type plan and specifications, which are recorded in all public works department offices.
Hutting—	
Thatch screens	6'X4' 	750	0-8	each	
	8' 	35	0-6	"	
	4' 	12	0-6	"	
Bamboo or "balli" poles...	3' to 4' diam. ...	6,500	0-0-6	ft.	
Bamboos, small	...	300	0-1-6	each	
"Ban" string	...	5 mds.	10-0	md.	

NOTE.—No additions are to be made to the above articles, their numbers increased, or the rates exceeded, without the special sanction of the Collector (or Deputy Commissioner). The above approximate rates are for supplies at the district headquarters. Carriage out to the camps will be extra, if necessary.

District engineers (or surveyors) should submit their proposals for the supply of stationery which they require for each charge as soon as orders to open a charge are received. Any scale beyond Rs. 5 per mensem will require superintending engineer's sanction.

8.—To provide against a rush on the work, every new charge should have work marked out and a supply of tools sufficient for two full charges when it opens, so that, in the event of a rush, the surplus numbers can be drafted with a supply of tools, &c., on to a new charge on the same work, or to another work opened for the purpose with the Collector's sanction and assistance. If there is no rush during the first 10 days or so, tools for 5,000 workers should be kept on the work and the surplus sent to any new work about to open, or any other work which may be in want of them at the time. *Thapis* should be of the pattern in local use, but rather light, and should be made up on the spot, or wherever most convenient.

III.—FUNDS AND SUPPLY OF COIN.

9.—The credit order will be obtained in the usual way. The district engineer will submit his indent for funds to the executive engineer in form A below. The problem is to keep the relief works in funds on the spot without a large floating balance in process of transit. An imprest of over Rs. 1,000 is forbidden; and as on any large work, with a full charge, the expenditure will ordinarily amount to Rs. 450 per day, the imprest will be of little use. The officer in charge must keep a cash-book; but he may not have a separate credit in the treasury. The following procedure should be followed.

10.—The district engineer, in consultation with the Collector, should select convenient sub-treasuries as paying centres and warn the treasury officer of the probable funds required there during the month. He should himself start each new charge, if possible, keeping the officer in charge in funds while there. A few days' open work will show how things are going. When leaving the charge the probable expenditure for the next week (or, if the work is situated at a great distance from the district engineer's office or the sub-treasury, for the next fortnight) should be computed and the officer in charge given enough money to keep him going for that time. After that a watch on his daily reports, form C-V, should be kept, and before he is out of funds, his expenditure for the next week should be calculated and a cheque for the amount sent to him, and he should send to the sub-treasury for the money as soon as it is required. For this purpose a register should be opened in form B below in the district engineer's office. Full allowance should always be made for the surplus balance necessary to meet expenses during the period between the grant of a cheque and the payment of wages, as well as a margin for any probable increase in the numbers seeking relief. This register should be checked and, if necessary, corrected every week by comparison with the cash balance.

11.—Each charge should have one iron safe; the Roorkee pattern of safe does very well; it is about $2\frac{1}{2}' \times 1\frac{1}{2}' \times 1\frac{1}{2}'$ high. There should also be two wooden chests, iron bound and tin lined, with two hasps and padlocks. Size of chests, $2\frac{1}{2}' \times 2' \times 2'$ high. One of them should remain on the work and hold the pice, the other should be used in transporting money from the treasury. If the chest is not tin-lined, the pice fall through the cracks which occur in green wood.

12.—At least three weeks' supply of copper coin should be available in local treasuries to begin with. At first it will mostly soak into circulation and disappear; but after a short time it will begin to flow back in exchange for silver; after the works have been going for six or eight weeks, the rupee will frequently be at a premium and *banias* will then give something more than 16 annas in copper for the silver rupee. With a little tact and arrangement it is possible to induce the local traders to collect and bring in all the copper coins they receive. No expenditure on account of commission is allowed without the sanction of the Local Government.

FORM A.—*Indent by district engineer.*

Balance after receipt of the last letter-of- credit or cheque, number dated	Cheques subsequently granted.			Closing balance.	Funds required.	Remarks.
	Number.	Date.	Amount.			
1	2	3	4	5	6	7
Rs.			Rs.	Rs.	Rs.	

NOTE.—A brief statement explaining the demand for funds should be entered in the remarks column.

FORM B.—*Name and number of charge.*

Date.	Opening balance.	Expenditure.	Amount of cheques granted (if any).	Closing balance (columns 2 and 4 minus column 3).
	2	3	4	5
	Rs.	Rs.	Rs.	Rs.

NOTE.—This register should be checked every week by comparison with the cash balance.

IV.—DRINKING WATER AND DISINFECTING WATER SUPPLY.

13.—To keep the water supply pure it is necessary to guard all the adjacent wells from contamination for some days before a charge is opened. Some respectable, cleanly and reliable man of good caste should be selected and made foreman of the water arrangements. He should have four or five Brahman mates, a kahar mate, about 20 kahar carriers, and the same number of Brahman drawers and distributors under him. He should take possession of all wells close to the future work a week or so ahead of the workers, disinfect them at once (for which purpose he should be kept supplied with a few two-ounce packets of permanganate of potash), fence them round with a light bamboo trellis, and at once put each in charge of a Brahman with one or more assistants, and arrange that these men shall draw water for anyone who requires it. They must allow no one else to do so, or even to come on the well platform. From that time till the workers leave the locality every such well should remain in charge of the same set of men, and they should never allow any other person to dip a *lota* into it, or to stand on the platform.

14.—The foreman will require about 20 iron buckets (*dols*) of the country shape (with a round bottom) for drawing, and about 200 kerosene tins for carrying water. This will probably be enough to commence with, but the proportions will differ with the distance of the wells from the work; and in any case the staff and plant will probably have to be increased at one time or another. If water has to be taken a long distance it is best carried in casks fitted with brass cocks and loaded two in a cart. The kerosene tins require to be strengthened with an iron strap round the top and furnished with an iron handle. Half of the top should be cut away and hinged on again to prevent water splashing out.

15.—The actual distribution of water is best effected by setting up *piaos*, or drinking-places, at short distances apart. A large earthen jar called a *gol* should

be set up, a little aslant, on a low mud platform. By the side of it a narrow sheet iron trough some 4' long should be set up on two stakes on a slight incline with the further end about two feet above the ground. This trough should invariably be of iron, never of wood. These drinking-places should be distributed in the manner most convenient for the workers and close to their work; along a road work it is most convenient to place one at every second furlong and close to the road, but not within 20 feet of it. A similar procedure should be adopted in the case of tank and other works.

16.—The jar will be filled from the kerosene tins (earthen *gharas* must never be used) by the water kahars, and by them alone; no one else should touch it. By its side will sit the Brahman distributor, and when anyone comes for water he will fill his brass pot, or *lotā*, and pour water into the man's jar, or pot, by means of the trough. He must never pour directly into any man's pot but always into the trough and thence into the pot, placed below the trough and filled from it. It is important to have the trough well above the ground, so that it may not be touched by the jars or splashed from them. It is important to have the trough of iron, because, if it does happen to get infected it will by rust and heating in the sun almost certainly disinfect itself in a short time. It is important to discourage the practice of drinking direct from the trough, as it may cause infection and always involves waste of water. Every man should be told to see that his gang keep themselves well supplied with *gharas* for the storage of water, and smaller pots for drinking; if they have not got them they are apt to drink directly from the trough in the day, and to wash, and even drink, at dirty ponds or tanks at night or in the early morning. The large jars, *gals*, should ordinarily be broken up on departure, new ones, being purchased at each new place. With a little encouragement local potters bring quantities of *gharas* and earthen pots to the works, and can make the large jars to order. If new jars cannot be obtained the old ones may be used again, but must first be disinfected with a small charge of permanganate of potash. The deep red water should stand in them for six hours and then be poured off.

17.—Where possible water-carts should be regularly moved at frequent intervals up and down the works. A Brahman should distribute the water from these carts.

18.—If there are more wells than are required the unused ones should be guarded, as should also be all doubtful or tainted wells. All wells in use should be disinfected with permanganate of potash once a week. The permanganate of potash should be purchased wholesale, ready made up in two-ounce packets, packed 40 in a box, which will thus contain five pounds. The disinfection is done by dissolving a half packet in a kerosene tin full of water; the upper water is then poured into the well and down its sides, some undissolved crystals being left at the bottom of the tin; these must be treated the same way several times till the whole is dissolved. The water in the well will then be of a faint pink colour; if it retains that colour after four hours, it has been disinfected. But if it turns to a light brown the well requires a fresh dose; and so on until the water retains a faint pink colour for at least four hours. The disinfection should be done once a week in the evening, preferably on Sundays. Wells should always be used in preference to tanks. All these precautions are of vital importance to the public health.

19.—Every charge should be supplied also with a sufficient stock of Captain Nesfield's water sterilizing powders, which can be obtained from Messrs. Smith, Stanistreet and Company, Calcutta. Civil Surgeons should keep a sufficient supply to meet indents from officers in charge. These powders are not intended to be used generally in place of permanganate of potash as a disinfectant of wells, but they should be used to disinfect wells and drinking water on the outbreak of

disease, especially cholera. Each set consists of three powders "A," "B," and "C" in separate tubes and all that is necessary is to dissolve the powders in their proper order in the specified quantity of water. . . .

V.—MARKET.

20.—Every large work should have a small market consisting of two rows of huts made of shelter screens, with a 20-foot roadway between them and a fence of light bamboo trellis round them with openings at the ends of the street. Respectable *baniyas* and traders should be admitted free. The market should be patrolled by a *chaukidar*. A list of the prices of the day should be hung up in the market. The quality of the food should be frequently examined, and immediate action taken against any one found selling unsound food. The unwholesome small pea called *khazari* or *kesari* should not be admitted into the market. The food trade on a full-sized famine relief charge is greater than that in any ordinary small town, and if facilities are given to respectable local traders they will be careful not to lose them by selling unsound food, or worrying the people with needlessly frequent changes in their prices. The following advantages can be offered, among others, in exchange for fair trading:—A small grass hut in the market for a shop; free carriage of grain from the nearest mart, if the trader is willing to sell at the current rates of that mart; prompt and free exchange of all his copper into silver paid into the local treasury to his credit. These advantages will ordinarily attract the traders. In exceptional cases requiring exceptional treatment the Collector will make special arrangements by contract or otherwise.

VI.—FIELD HOSPITALS.

21.—When a famine camp is situated in the neighbourhood of an existing branch dispensary (say within two miles), no special hospital arrangements will ordinarily be required at the camp itself, as the hospital assistant and staff of the dispensary can itinerate through the camp daily, attending on the spot to trifling cases; persons seriously ill should be conveyed to the dispensary, where the accommodation, if insufficient, can be increased to any extent by the addition of grass huts. Should disease break out in epidemic form, however, a separate hospital assistant will probably be required. Assistant surgeons or hospital assistants deputed to public works are subordinate to the district engineer, but in professional matters they are under the control of the district medical officer; their transfer however rests with the Collector. The staff required for a relief charge is one hospital assistant, one compounder or dresser, one cook and one sweeper. A water-carrier and other menials can always be obtained from the camp and need not be specially entertained, but must work exclusively for the hospital.

22.—The officer in charge should construct a field hospital when directed to do so by the district medical officer. Two hospital huts 25' × 16' with walls 8' high should be provided—one for males and one for females. Two isolation huts each 10' × 10' are also required. There should be a hut for the hospital assistant, divided into two rooms, of which one will serve as a dispensary. A hut should also be provided for the hospital kitchen. Two small mat enclosures—one for males and one for females—should be put up at a little distance from the hospital to act as latrines for the patients. If the huts are surrounded by an enclosure wall one side of the wall should be of mud or clods, with a gateway in the middle to enable the patients to escape in the event of fire. An abandoned hospital should be immediately burned to the ground: if it has held patients suffering from any epidemic disease the site should be sprinkled with about six cubic feet of quicklime, sifted evenly over it, the whole being well sprinkled over with water until the lime is thoroughly wet. The officer in charge should inspect the hospitals at frequent intervals.

23.—The following scales of medicines, hospital necessities, &c., will ordinarily suffice for a field hospital :—

Carbolic acid, pure	4 oz.
Potash permanganate	1 lb.
Sulphuric acid	1 "
Carbonate of ammonia	2 lb.
Distilled water	2 bottles.
Nitrate of silver	4 drachms.
Bismuth subnit	8 oz.
Castor oil	6 bottles.
Chlorodyne	4 oz.
Liquor, ammon. fort.	8 "
Oil anisi	2 oz.
Oil menth. pip.	2 "
Pill scilla co.	4 "
Pulv. ipecac. co.	1 lb.
" kina. co.	1 "
Quinine sulph.	2 lb.
So a bicarb.	2 "
Spt. ether sulph.	1 lb.
" ammon. aromat.	1 "
Tinct. catechu	1 "
" iodi.	1 "
" oppil.	1 "
Tinct. ginger	1 "
Vini. ipecac.	1 "
Vaseline...	2 lb.
Zinchi sulph.	4 drachms.
Rum	6 bottles.
Clinical thermometers.	2
German silver catheters, nos. 2, 4, 6, 8	1 each.
A field tourniquet.					
A reel of silk.					
One reel of plated wire.					
Lint	1 lb.
Country tow	5 lb.
A pocket dressing-case.					
Dispensary scales and weights.					
Pestles and mortar (composition).					
Slab for making pills.					
Spatula.					
Measure glass (4 oz.).					
" " (minim).					
" " pewter (1 oz.).					
Bottles (medicine) with corks (6 oz.)	2 dozens.
" " " (4 oz.)	2 "
Gallipots, country	1 dozen.

The necessary furniture for the dispensary will be a camp table, a chair and a strong wooden box 3' x 2' x 2' provided with a padlock.

Blankets must be purchased for the sick—three for each patient.

VII.—HUTTING.

24.—The workers will ordinarily require very little shelter excepting in the winter, or in some districts when the hot winds become dangerous. For shelter there is nothing better practicable on a large scale than screens about 6' long by 4½' wide made of very open bamboo trellis work strongly tied, and thatched with about one inch thickness of any thatching-grass available. Two such screens will shelter six to eight persons. *Sirkhi* screens may be more readily obtainable than grass in some places and will do as a substitute. Every work will have a number of men who can be profitably employed in making the screens. It may often prove sufficient to supply the people with the material and allow them to make up their own shelter. The actual provision of shelter should be carefully kept down to the lowest requirements, as the people will absorb and waste it to any extent so

long as they have not to pay for it. When shelter becomes necessary the soreons should be given out to mates of gangs. The duties of the executive engineer and the district engineer with reference to the provision of shelter are laid down in paragraph 70 of the code.

25.—Officials connected with the works for whom tents cannot be provided should be huttled in small grass huts with the walls plastered with mud on the inside and all other surfaces whitewashed, both inside and out, with a thin wash of clay and lime in about equal proportions, as a protection against fire. The huts should be 9' × 9' with the ordinary pent roof prolonged 3' beyond the door end of the hut. The two roof *tattis* and four wall *tattis* should be made in sections, so that they can be readily dismantled and re-erected. The whitewash and the mud plaster should be renewed at intervals. The sides need only be 4' high; any extra height required can be got by digging out the floor. It may be observed that a hut with a dug-out floor is markedly cooler than one on the ground level with the full height of its wall exposed to the winds. The local staff of each "charge" should be generally huttled in this way; similar accommodation may be provided for the use of upper subordinates acting as visiting inspectors, or others inspecting the works. The latter huts may be of a somewhat larger size and should be situated in positions carefully selected with a view to effective and convenient supervision. A smearing of clay and cowdung on the outside will protect them from being damaged by starving cattle and help to prevent fire.

VIII.—CONSERVANCY.

26.—The conservancy of every hospital should be carried out by its own staff of sweepers under the directions of the officer in medical charge. For the staff there should be the usual latrine of screens and ditch. On works near a large town there should be similar latrines for the workers. On works not near a large town a line of yellow flags, about 100 yards apart, should be set out on each side of every road work and round every tank or quarry work, and every camp and hospital, and at a distance of not less than 150 yards from the work or camp. The ground within these flags must be kept clear of all nuisances, and a few sweeper patrols should be posted to insist on the workers going at least outside the flags in their morning walks. The people should generally go to the east of the work; but if there is a village near on that side, they should be made to go in the other direction. The police cannot be spared for this work, or advantageously employed on it.

27.—The disposal of the dead is an important matter. The workers will not attend to it properly. An organization should be got ready on the first symptoms of epidemic disease and it can then be extended to any required extent. Effect need not be given to the two following rules in their entirety unless there are indications of an outbreak of an epidemic disease. If there are such indications the two rules should be carefully observed.

28.—At every three or four miles of a relief work there should be a burying place for Hindus and another for Muhammadans. The two places should, if possible, be on some locally accustomed spot; they should be far apart, and neither should be near a village nor within half-a-mile of the work. Each should have a small staff.

29.—If friends are willing to dispose of corpses according to their various customs, they may be assisted with free firewood or ready dug graves; but in other cases the body must be buried. At the police guard, or other convenient place, there should be arrangements for the burial, free of charge, of every Hindu body which friends do not bind themselves to burn or otherwise dispose of. For the Muhammadan cemetery, there should be one or two grave-diggers, preferably of the *gorkan* class, who should keep a certain number of graves ready dug. The graves should be not less than five feet deep, and the dead should be completely and decently covered in. Unclaimed bodies should be taken charge of by the

police and buried. In epidemics it is difficult to find wood enough to burn the bodies, but every effort should be made to provide it.

IX.—ORGANIZATION OF RELIEF LABOUR. THE GANG.

30.—A relief work should be started as follows. The work having been ready marked the officer in charge and the principal men of his staff should be on the spot, after having gone through all points of organization. There should be a guard of one constable and four *chaukidars* for the money-chest, and to give assistance in other ways. The tools should be kept in an enclosure near the work, a sort of *zariba* with a thorny wall or fence round it, the storekeeper being huddled in it with his note-book of issues and receipts ready by him. Somewhere close to the tools *dépôt*, at about 200 yards from the head quarters camp and the same distance from the work, there should be a large red flag on a tall bamboo; this is called the recruiting-flag, and marks the recruiting-ground to which new-comers are told to gather together as they arrive; and here the gangs are made up. The early morning is full of work, and therefore, gangs are best made up in the forenoon, commencing at about eight o'clock, the workers being started on the work in the afternoon. While the gangs are being made up the future gang *muharrirs* should be present.

31.—The recruiting-ground should have in it a clear space 150 feet long by 100 feet wide, lock-spitted into lines of squares 10 feet by 10 feet, divided by paths five feet wide, running lengthways from end to end of the space, which should thus contain seven lines of squares separated by six paths; each line contains 15 squares and the whole space 105 squares. The whole arrangements should be under the charge of the head *muharrirs*, whose duty it is to sort all new-comers entitled to admission either as workers or dependants into village groups and family groups; a family group, or two or more such groups of follow-villagers should be seated in a square; and all the persons from one village in contiguous squares. The relief provided by paragraph 133 of the code should invariably be given at once to all persons arriving on the work in need of it.

32.—The arrangements should be ready by eight o'clock in the morning, before the officer in charge arrives, and that officer should then proceed as follows. He should first select 13 able-bodied men fit to dig, with their families and fellow-villagers, if possible, and if the number of workers thus obtained is less than 50, make up the full gang of 50 workers from among the old lots on the ground. The whole gang should then be seated in contiguous squares; B men (and women, if any) in the front rank; C men and women behind them; D children behind them again; and the dependants in a fourth line of E, F, G and H classes; the children of I class, *i.e.* children in arms, being with their mothers. The gang should remain seated till registered. A "mate" for the gang should be selected with due regard to the wishes of the gang, given a badge and flag (with the gang number worked on it in white cotton sheeting), and posted at one end of his gang. The mate should be an intelligent man, a relief worker and chosen from the gang if possible. He should be chosen for his position and faculty of exercising control. But he should not be a man who has brought a number of persons with the object of becoming their "mate."

33.—In forming the gangs the provisions of paragraphs 103 to 105 (inclusive) of the code should be, as far as possible, observed. It is necessary to provide for the filling-up of depleted gangs.

34.—All the persons seated on the ground being thus sorted and provided with mates, the head *muharrirs* should then proceed to register them in muster-rolls. When a roll form has been filled in, it should be signed by the officer in charge. The distinguishing number and mate's name of each gang should be noted in the note-books of the officer in charge and the head *muharrir* at once, as also the name of the gang *muharrir* to whom the gang is consigned.

As soon as each gang is registered it should be made over to the gang muharrir who should send it under charge of a chaprasi, with a slip, to the storekeeper to deliver the necessary tools, baskets and *thapis* to the mate of the gang. The gang muharrir is then responsible for the gang and the tools, and must enter a record of them in his note-book. The muster-roll should be given to the mate in a tin box, and he should always keep it by him. After being provided with tools, and, if necessary, with shelter screens, each gang should be marched to its work, and the muharrir should then explain to it the work to be done, the method and rates of payment, the regulations as to conservancy, the water and market arrangements, &c., and point out its camping ground.

35.—The gang is the basis of all organization, and it must be kept as permanent as possible. No one but the officer in charge should admit any new persons into any gang; and people once formed into a gang should not be allowed to exchange into another without special permission from that officer. Every adult in the gang should be made to know his gang number, the mate's name and the muharrir's name. The gang should be drilled in seating themselves in classes ready for muster at the word of command "*muster ho*," and the mate taught to make them do it smartly. Attention to this simple point will save much delay and trouble afterwards. A mate incapable of doing this should immediately be displaced for a more competent man.

X.—TASKS AND SYSTEMS OF WORK.

36.—Relief workers will generally be employed on three principal kinds of work: (A) earthwork; (B) collecting kankar; and (C) breaking stone metalling. The following special instructions are given for each principal kind of work; the task will be laid out for the whole gang, and the tasks for individuals and small groups will be pegged-out within the task for the gang:—

A.—EARTHWORK.

Table of the digger's task, excavation only. For diggers, men of class B.

Soil.	Daily task in cubic feet.		Remarks.
	Ordinary.	Low.	
1	2	3	4
Soft soil such as sand	200	150	If workers in classes C and D are employed in digging, their task shall be, respectively, two-thirds and one-third of the task of class B. Women diggers should receive the full wages for two-thirds of the task done by men.
Light soil, such as sandy loam	150	100	
Medium soil, as loam or marl	110	80	
Hard earth and clay	80	60	
Stony soil and black cotton soil when dry	80	60	

- (a) When a gang is first started on work, a rate based on the low task for that kind of work may be allowed to the diggers, but it should be gradually raised in a fortnight or so till it corresponds to a suitable task according to the soil and the strength of workers, which will, as a rule, be the "ordinary" task. The "low" task may be adopted under unfavourable conditions, climatic or otherwise: it is by no means intended that only the low task shall be adopted, or that it shall be the prevailing standard. If less than the low task is ever allowed, the fact should be reported by the Collector to the Commissioner.

(b) The task adopted represents one day's wage of a male digger, class B, and it thus fixes the pure digging rate for the working on the basis of the grain price adopted. The pure digging rate then varies with the kind of soil and the grain price. The remainder of the rate is made up of the cost of carrying, and in road work there are usually more carriers (i.e. persons only fit for carrying) than are required for the work. In such cases the more able among the C and D class workers should be utilized for digging as far as possible; and if there is still a surplus of carriers the feeble and emaciated among them should be put on to breaking clods and dressing the work.

In work involving a long lead it is important carefully to adjust the carriers to the quantity of earth which has to be carried, and this should be done as follows:—

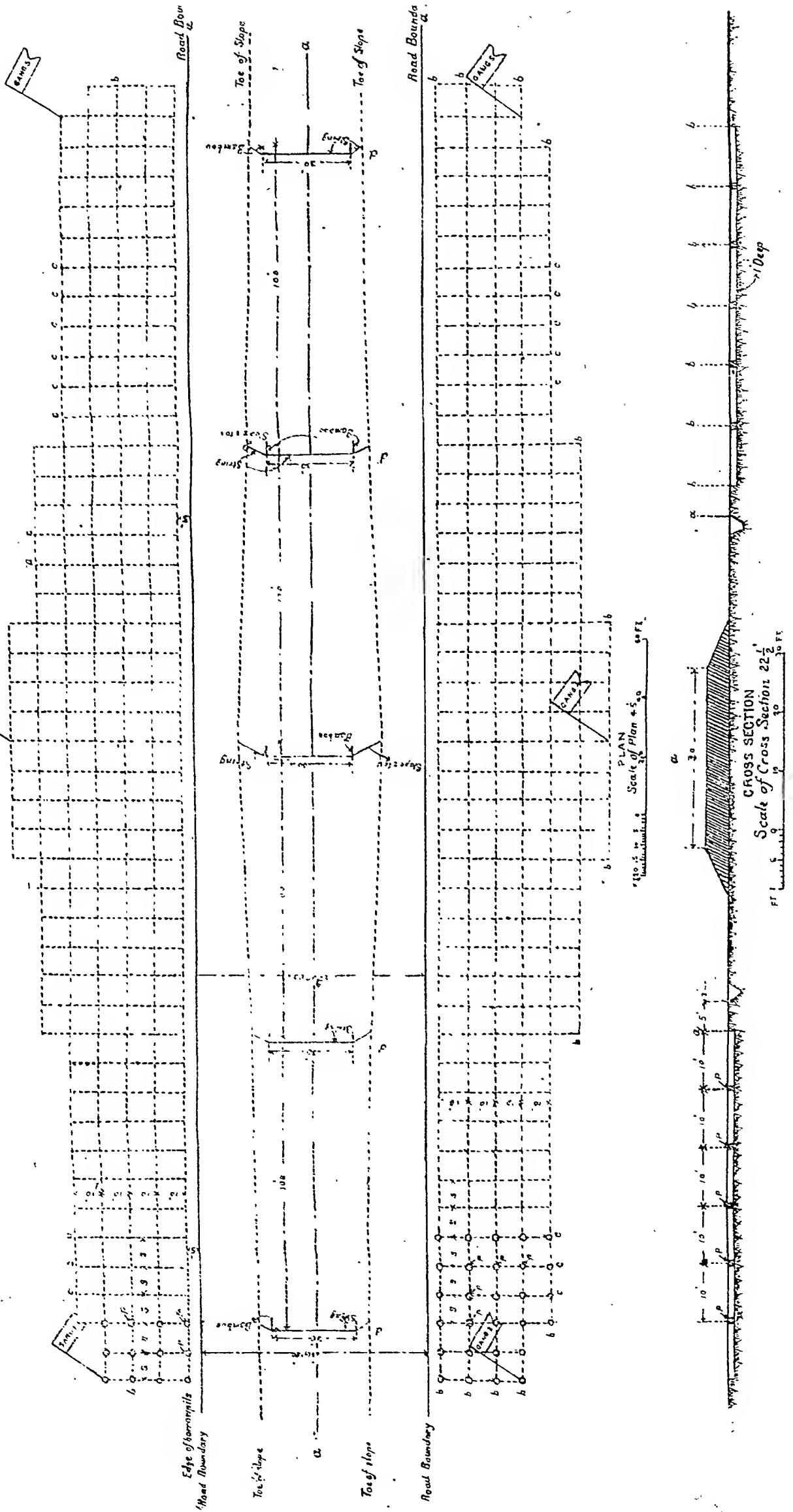
(c) The reduced lead of the work in hand should be taken as—

$$\begin{aligned} *R &= 72 + H + 12(V-3) \\ &= 36 + H + 12V. \end{aligned}$$

where R=reduced lead in feet;

H=horizontal lead in feet;

PLAN SHOWING METHOD OF LAYING OUT A FARM ROAD WORK



(f) All laying-out must be done well in advance of the workers, and in a manner to fulfil three objects—(i) to give everyone sufficient room to work in; (ii) to give at least four days' work in the same place, so as to avoid constant moves; (iii) to admit of measurements being made "up to date" until completion of the task. The markings-out will require an intelligent mate and gang. Nearly all earthwork will be either on roads or tanks. The following examples show the best methods of working in these cases:—

(g) Working on a road. The first thing to do is to lay out the centre line and the land boundaries—vide lines (a) (a) in the sketch. These lines should be marked clearly by a lockspit not less than 6" deep.

(h) Profiles should then be constructed at every 100 feet in accordance with the longitudinal section and standard specifications. No allowance need be made for settlement in the height of the embankment. The profiles may be of earth or of bamboos set in the ground with string stretched between them as shown at (d) (d) in the sketch: When the profiles have been constructed the toe of the slope should be marked by a lockspit.

(i) The longitudinal lines (b) (b) defining the tasks should then be lockspitted. The first line should be 5' outside the road boundary and the remaining lines at 10' distances. The number of these lines will depend on the height of the embankment. All the longitudinal lines should be lockspitted well in advance of the works.

When the task has been fixed for the class of soil met with, the cross lines (c) (c) will be lockspitted the distance (S) between them depending on the task, e.g.—

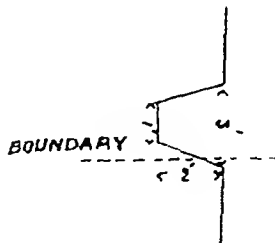
for a task of 80', S = 8'

" 100', S = 10'

" 120', S = 12'

(j) Where the lines (b) and (c) meet, i.e. at the corner of each digger's task, a "witness" (p) shall be left to enable the work to be measured; the witness should be about 18" in diameter.

(k) All earthwork done by the regular gangs should be obtained from the borrow pits which should be 12" in depth (neither more nor less). The boundary ditches should be dug by the dressing gangs. The section of the boundary ditch should be—



(l) The diggers, being ranged along the borrow pits at one end of their work, must then commence embanking at one end up to full height and width, and carry on strictly from one end, closing on to each profile as their work reaches it. They must not be allowed to commence throwing the earth on different parts of the road but must commence at one end and go straight on. The work muharrirs will measure up the work completed up to date on each reach, and deduct the previous day's measurement to find the work done on the last day.

- (m) A sufficient length of road should be allotted to each gang to afford work for four days at least (or better still six days) and the limits of the work of each gang should be defined by flags as shown in the sketch. No berm need be left between the work of different gangs.
- (n) The average section of the road (2' high and 30' top width) contains 68 cubic feet of earthwork per foot run. For a two-foot embankment with borrow pits as in the type sketch, the lead will be on the average 50 feet and the lift may be assumed for the purpose of illustration to be three feet. The reduced lead will then be $36+50+36=122$, so that each carrier unit must deal with $10,000/122=82$ cubic feet of earth and each digger, if the task be 100 cubic feet, will require $1\frac{1}{2}$ carriers.

Now supposing that the gang has the usual proportions of 16 men, 21 women and 13 children, the women and children alone form $21+6\frac{1}{2}=27\frac{1}{2}$ carrier units, and of these it will probably be found that some (say 2) units are unfit for any work heavier than clod-breaking. This leaves $25\frac{1}{2}$ carrier units, or enough for just over 20 full diggers ($25\frac{1}{2} \div 1\frac{1}{2}=20\frac{3}{5}$).

All the men should be employed as diggers but some will be found inefficient and able only to do two-thirds of a full task: supposing that there are three such, the men in the gang will only provide $13 + (\frac{2}{3} \times 3) = 15$ full diggers, which is not sufficient to provide work for $25\frac{1}{2}$ carrier units; so that some women must be employed as diggers. These women will only be debited with two-thirds of a task.

If four such women be employed the number of full diggers will be $15 + (\frac{2}{3} \times 4) = 17\frac{1}{3}$. The $25\frac{1}{2}$ carrier units above referred to will have been reduced by 4 owing to the employment of 4 women as diggers. This leaves $21\frac{1}{2}$ carrier units, or enough for just over 17 full diggers ($21\frac{1}{2} \div 1\frac{1}{2} = 17\frac{1}{5}$), which is approximately the number required.

The gang task will then be as follows:—

13 able-bodied men at 100 cubic feet each = 1,300 cubic feet.
3 inefficient men, } at 66 cubic feet each = 462 cubic feet.
4 women	
Total gang task	... <u>1,762 cubic feet.</u>

This task requires $\frac{1762}{82}=21\frac{1}{2}$ carrier units.

- (o) Each gang will work on one side of the road only, but the twelve or thirteen gangs under each gang muharrir will be arranged opposite one another so far as possible on each side of the same length of road. The gang will be able to do $\frac{1760}{100}$, or say 17 full tasks in one day which will suffice to complete 50 linear feet of half a two-foot embankment, so that each gang will require about (6×50) 300 linear feet of borrow pits on one side of the road reserved in order to provide it with one week's work. A relief charge of 100 gangs will thus be spread over about $(\frac{100}{2} \times 300)$ 15,000 feet or nearly 3 miles of road of average section.
- (p) In embanking roads with dry earth it is very necessary to have the earth broken up very small, and to ensure this being done the diggers should be made to break up the large clods in borrow pits while all the very weakly surplus carriers should be employed in breaking the lumps to a still smaller size. It is the mate's duty to see to this, and if it is neglected, he should be fined once or twice, and if fines have no effect

he should be dismissed. In almost every case when a gang does not do its work fully or properly, it is the mate's fault and he should be changed.

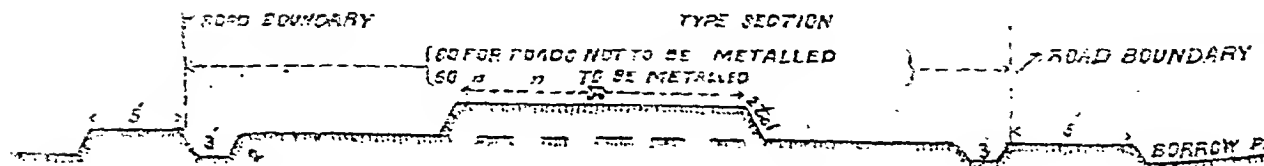
- (g) Care should be taken in setting out the borrow pits to interfere as little as possible with cultivation; e.g. if on one side of the road there is cultivated ground and on the other an usar patch or waste land then all the borrow pits should be on the side of the waste land and none on the other.

The berm between the toe of the slope and the land boundary on each side of the embankment should be roughly levelled off well in advance of the gangs and kept free of obstruction for a width of 10' to form an inspection road.

No trees should be cut down unless they come within the 30' top width of the road.

- (r) (1) The following will be the specifications for all roads to be raised by famine labour:—

- (a) The average height of the bank will be 2'. The road will be properly graded, greater height being given in depressions and through swamp ground, and less on high ground.
- (b) The top width of the embankment will be 30' and the side slopes will be 2 to 1.
- (c) Where cross roads and footpaths meet the road which is being raised, ramps will be provided having a gradient of 1 in 50 and a width according to requirements, i.e. 8' for a footpath, 15' for a cart track, and 30' for a II or III class road.
- (d) The land width of the road will be 60' for a road which is not to be metalled and 80' for a road which is likely to be metalled within a reasonable period of its being raised.
- (e) The road boundary will be defined by side ditches of the section shown in the type section. The ditch will be continuous and have no cross berms; where scour is likely to occur it should be provided for by protecting the drain in a suitable manner.
- (f) Irrigation channels consisting of glazed earthenware pipes will be constructed at the time of raising the road, and should be allowed for in the estimate. They should not be less than 12" in diameter.
- (g) Openings must be left in the embankments for all cross drainage. The road on each side of the openings should be ramped to a gradient not exceeding 1 in 50 and of the full width of 30' both in embankment and cutting.



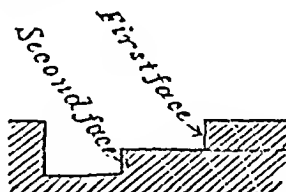
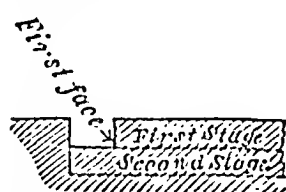
- (2) The alignment of the road when selected will be marked upon tracings from the village maps which may be obtained either from the Collector's office or the tahsil. A strip about 2" wide on each side of the centre line of the road should be traced and the road boundaries and centre line shown clearly by thick red lines.
- (3) Levels should then be taken at every 500' along the centre line or at more frequent intervals when the configuration of the ground renders

this necessary. If the cross section is approximately level one reading will suffice but otherwise a reading should be taken on each side of the centre line at a distance of 30' (approximately) from it. The longitudinal section of the road will be plotted on the standard section paper for longitudinal section to a scale of 8" to a mile with a vertical scale of 1/100.

- (4) Bridges and culverts (other than the irrigation channels mentioned above) should not be included in the estimates, but in surveying the road the drainage areas for each drainage opening should be roughly gauged and a note entered on the estimate showing approximately the width and number of spans which will be required at each if the road is ultimately bridged. A memorandum of the probable costs of such bridging should also be given.
- (5) Provision should not be made in famine relief projects for land compensation, establishment, tools and plant and hutting.
- (6) Working in a tank.—In tank work the reduced lead is generally so great that it is necessary to retain only the strongest men as diggers, and to use the whole remainder of the gang as carriers in order to keep the diggers fully employed. The size and depth of the excavation also permit of the diggers working at a vertical face 2 to 3 feet high, thus doing more work. On the other hand, any close packing of gangs leads to confusion and opens a way to possible fraud. In all works it is necessary to preserve the muharrir's party as a unit. The marking out of a tank must therefore have three objects in view. These are—
 - (i) to apportion the diggers to the carriers correctly and then give every digger a good "face" to work on; (ii) to keep the gangs separated; (iii) to fit in full parties as near as may be. The first object is attained by calculating approximately the number of diggers in each gang on the work and dividing the depth of excavation into stages of two to three feet depth, putting a line of diggers on each stage. The second is attained by keeping a dividing-strip between every gang and its neighbours. The third object is kept in view in selecting the number of digging strips. The depth of excavation will seldom be less than four feet or more than six and will in either case furnish two stages for digging. The area of excavation will vary very greatly, but it will seldom be under 200 or over 600 feet square. The following examples are therefore based on the employment of two lines of diggers in every case, and are fitted to tanks of from 200 to 600 feet square. In all the examples it is supposed that the spoil is thrown out on three sides only, and on to existing spoil banks about eight feet high and 30' back from the excavation pit.
- (7) In every case the gang must commence at one end of their strip with a single line of diggers going down to the full depth of their stage, until there is room for the second line to enter. The first operation is shown in the sectional sketch A.

SKETCH A.

SKETCH B.



Ground surface.
Half depth.
Full depth.

As soon as there is room for the second line of diggers they open their stage to a second face; and a section of the work then assumes the form given in sketch B. After this the second line of diggers keeps about 10'

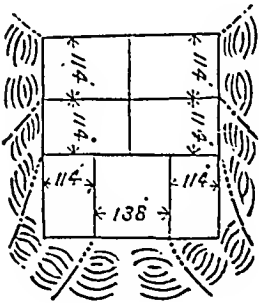
behind the first line. In all cases the measurements of each strip are made up to date, and the last day's or the last week's work is found by subtracting the quantity on which the last previous payment was made. In every case the carriers of each gang must be fitted to the diggers, in accordance with the measured lead of their strip of work reduced to horizontal feet in the manner before explained : thus the gang in certain parts of a large tank must have fewer diggers and more carriers than those of some other parts. In all cases the place for depositing the spoil must be clearly marked out for each party, and the muharrirs and mates made to understand the marks.

- (u) A tank deepened 5' over an area 200 feet square will give a mean reduced lead of about 300 feet : so that on the average each carrier unit must carry $10,000 \div 300 = 33$ cubic feet : and if the digger's ordinary task is 120 cubic feet, each digger must have $120 \div 33 = 3.7$ carrier units. It may be found advantageous to increase the size of gangs from 50 to 80 workers when employed on tank work. An average gang will then contain 25 men, 34 women, 21 working children ; and if we convert the whole gang into carrier units, it contains $25 + 34 + 10\frac{1}{2} = 69\frac{1}{2}$ carrier units. For working purposes the whole gang may be considered as composed of groups, each group containing one digger and 3.7 carrier units ; but the digger is equal to a carrier unit ; therefore for the average lead of this work the whole gang is to be composed of $69.5 \div 4.7 = 14.7$ or 15 working groups, in each of which there is one digger, so there are altogether 15 diggers in that gang on that piece of work. There are two lines of diggers, or 8 in one line and 7 in the other, and each digger requires three feet of face to work in. The gang thus requires a strip 24' wide ; and the tank should be marked out into six digging strips, each 30' wide, separated by five dividing strips each 4' wide. The dividing strips and the sloping of sides are to be dug out last of all, and by the gangs which have finished their straight strips. A tank of this size will accommodate one muharrir's party of five gangs and find it in work for approximately 23 working days.
- (v) A tank 300 feet square dug to a depth of 5' will probably have an average reduced lead of about 380' : the carrier unit must therefore remove, on the average, $10,000 \div 380 = 26.3$ cubic feet of earth, and with an ordinary task of 120 cubic feet each digger will require 4.6 carrier units. The average gang of $69\frac{1}{2}$ carrier units may be considered, for the purposes of this work, as composed of $69\frac{1}{2} \div (1 + 4.6) = 13$ diggers and the rest carriers. There will be seven diggers in a line requiring 21' of digging face ; and the tank should be marked out into 12 digging strips each 21' wide, separated by 11 dividing strips : the middle one of the dividing strips should be 8' wide and the other 4'. The wide strip in the middle marks the division between the parties of two muharrirs. This work will accommodate two full parties and find them in work for approximately 30 working days—the dividing-strips, &c., being left intact to the last and then cleared off by gangs which have finished their straight strips, as before.
- (w) Working out in the same manner the length of digging face required for the average gang, we find that a tank dug 5' deep and 400 feet square will probably require an average of 5.1 carrier units to a digger and 12 diggers in a gang ; and thus the digging strips must be 18' wide. A tank dug 500 feet square will probably require an average of 5.4 carrier units to a digger and 11 diggers in the gang : so the

digging strips must be 18' wide. A tank dug 600 feet square will probably require an average of six carrier units to a digger and 10 diggers to the gang: so it must have digging strips 15' wide. These three sizes will then be marked out as sketched below:—

TANK 400 FEET SQUARE.

Open end.



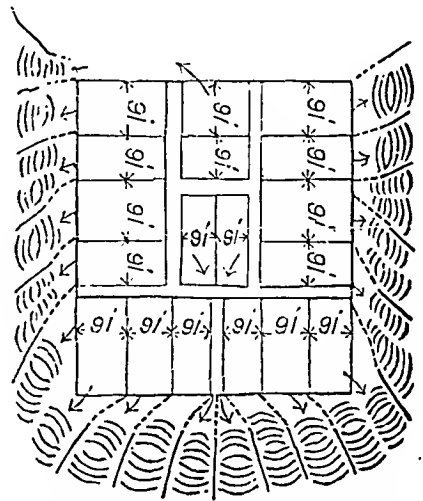
TANK 500 FEET SQUARE.

Open end.



TANK 600 FEET SQUARE.

Open end.



The tank is divided into blocks for seven parties, as shown on sketch, by roads 17' wide. Each block is longitudinally marked out into digging strips 18' wide, separated by dividing-strips 6' wide. The middle block at the rear will contain six gangs, and each of the others will hold five gangs. If dug 5' deep the tank will employ seven parties for, approximately, 16 working days, on the basis of a task of 120 cubic feet. The work could be marked to contain another two gangs; but it is better as it is. In this and the other sketches the position for the spoil of each party is shown by radiating lines. A bamboo planted on the old spoil at each end of each such boundary will sufficiently mark the line.

The tank is divided into blocks for eight parties, by roads 16' wide, the two roads ending at α being only 14'. Each is then longitudinally divided up for five gangs in the same manner as the previous example. If dug 5' deep the tank will employ eight parties for, approximately, 24 working days with a digger task of 120 cubic feet. If it is desired to complete the tank in a shorter time it is easy to get in 12 parties by making the dividing-strips narrower and adopting an arrangement somewhat like that in the next example. The tank could then be excavated in 16 working days; but unless time is a serious consideration, the work should be marked out as sketched.

This is a somewhat different mode of marking out, the object being to get this large work completed in a short time. The whole is divided into 18 blocks by means of the main road 18' wide, shown by double lines, and the smaller road 9' wide, shown by single lines. Each block is sub-divided into five digging strips 15' wide separated by four dividing-strips 4' wide; and each will accommodate a muharrir's party. The direction in which spoil must be carried is shown by an arrow in each block. The middle blocks will require an extra force of carriers. The work will accommodate two complete relief charges containing 18 working parties, and if dug 5' deep it will find them in work for approximately 17 working days with a digger task of 120 cubic feet.

37.—At the rear of every relief charge on a road there should be a finishing gang, one that has shown it has learned its work well and is under an intelligent mate. In the same way an excavated tank should be handed over to the finishing gang for a few days. It will be the duty of this gang properly to finish up all irregularities left by the less skilful gangs in front. No particular task can be set for them and the work very largely depends on the mate in charge, who should be a selected professional tindal on fixed wages.

B.—KANKAR COLLECTION.

38.—(a) Kankar quarries are often of irregular quality and depths, and the quarry pits are scattered over them in a way that prevents working by the gang as a whole; for this reason kankar work is an unsatisfactory form of famine relief. For this and other reasons it is better to carry out this kind of work by means of groups of workers formed within the gang—either family groups, or groups of voluntary associates in labour. The gang still remains, but the primary dealings are with the groups of workers. Each group, or squad, should have its own headman to keep tally and receive the payments for the group. Each muharriir should keep a note-book of all the squads in his party, and the detailed measurements and payments should be recorded in it by the sub-overseer and the muharriir respectively. These measurements and payments should ordinarily be made once a week.

(b) The rate to be paid will be the ordinary local rate for the same kind of work, with an addition equal to the difference between the normal price of the grain in ordinary use and the wages table price ordered for the time being by the Local Government. Thus if the normal price is 18 sers, and the Government has fixed a wages table price of 14 sers at the time, then the local rate for digging, and cleaning and stacking kankar at quarries must be increased by $\frac{4}{14}$ ths, or practically by $4\frac{1}{2}$ annas per rupee of the ordinary local rate. This rate should be fixed in the same manner as a "task" is directed to be fixed. It is the task under another aspect.

(c) Under average conditions a man's task of kankar may be taken at 12 cubic feet in the day; but it varies so greatly with the depth at which kankar lies that the best guide to a man's work under the conditions of the locality is found in the local rate for kankar in that locality.

(d) The kankar should be cleaned at the quarry, and a whole week's work of each group stacked in separate stacks, 26" high, 8' wide at top and 12' wide at bottom, every foot in length of the stack being taken as 20 cubic feet. If space is limited, the stacks may be made as high as 5', but all stacks of one charge should be made to the same dimensions of height and width. The kankar requires frequent inspection to see that cleaning is thoroughly done.

C.—STONE-BREAKING FOR METALLING.

39.—(a) Stone-breaking will be very largely done in the rainy season. At this season the workers come and go with changes in the weather and fluctuations in agricultural employment. If small co-operative groups of labour were formed, the fluctuations of labour would lead to such frequent dissolution and reorganization among the groups that accounts would be thrown into hopeless confusion without any practical benefit in other ways. A larger unit of labour is required in which the constant small fluctuations can have room to exhaust themselves without much disturbance of the unit as a whole. For this purpose the "gang" is a convenient size; and that being treated as the unit of labour, all the members forming a gang must gain or lose by the outturn of its labour, which will vary with the industry of the "breakers" who form the greater part of it. It is also convenient to form the workers into gangs which will turn out equal quantities of stone per day, whatever may be the quality of the stone.

(b) The stone should be broken to pass through a two-inch ring. In the ordinary qualities of stones mostly used for ballast or metalling it is found that an ordinary man, fit to break stone, can, on the average, break up 5 cubic feet to this size; a weakly man, or ordinary woman, can break up about $3\frac{1}{2}$ cubic feet; and a weakly woman, or a child between 10 and 14 years, can break up on the average $2\frac{1}{2}$ cubic feet. The actual quantities broken will vary with the quality of the stone; but the proportions of 5, $3\frac{1}{2}$ and $2\frac{1}{2}$ will remain fairly constant, and they simplify the accounts.

(c) A gang will be headed by a "mate," and should have two to six strong men, according to the nature of the quarry, to do the hard work of getting out the stone, and of sizing it into five to eight-inch blocks ready for breaking up. These men will require to use crowbars and sledge hammers, and their wages will correspond to the wages of "diggers" on earthworks: but there must not be more of them in a gang than the nature of the quarry makes absolutely necessary. There will then be some 60 "breakers" consisting of weak men, of women and of the stronger children: these will form the mass of the gang. The few weaker children will usually be able to do all the carrying required, but in some situations it may be necessary to reserve a few of the women or bigger children for carrying stone.

(d) The principle of the system lies in payment by results with a special rate for the weakly, so that they may earn enough to live on. As regards the money earned, if a lighter task is accepted for a certain wage it has the same effect as if a higher rate is paid for a certain quantity; and it is far simpler for the subordinate staff to deal with. If gangs are made up with different capacities of work the daily estimation of their correct wages requires a different calculation to be applied to each gang and this is in practice beyond the powers of the subordinate staff available; nor could they be entrusted with it, because the results could not be checked by superior officers without their also going through all the gang calculations in detail—which is impracticable. The first step, therefore, is to form all gangs with the same capacity of outturn as follows:—

(e) First appoint an intelligent mate, a man accustomed to this kind of work if obtainable, and next select the required number of able-bodied men to "get" and "size" stone under the local conditions of that particular quarry. Then make up the gang of enough "breakers" to break up 240 cubic feet of stone, with enough carriers to carry that amount of stone under the local conditions of the work in hand. It will seldom be necessary to appoint any carriers in excess of the weaker children who belong to the adults of the gang.

(f) In making up the "breakers" of the gang the quality of the stone will determine the number of people to be employed; but the proportions of stone broken by the units of each kind of labour will be maintained. Able-bodied men ordinarily leave the works immediately after rain commences, and it is difficult to find enough of them for work that cannot be done by anyone else. If able-bodied men are in such excess that some of them have to be put on to stone-breaking, then select the weakest of them for that work and pay them on the scale of class C of paragraph 128 (a) of the code. Men breakers of ordinary strength should be given a task proportionate to five cubic feet of the standard stone. The women should also be paid as class C of the wages table and be given a task proportionate to $3\frac{1}{2}$ cubic feet of the standard stone. The capable children of from 10 to 14 years should be given a task proportionate to $2\frac{1}{2}$ cubic feet. The whole calculated task of the gang should total up to about 250 cubic feet, which allows about 10 feet as a margin for temporary absences.

(g) The actual quantity calculated to be broken up by each class of breakers may differ according to the quality of the stone; but the relative proportion broken by the units of the different classes will remain constant, and the calculated quantity to be broken up by the gang as a whole will always be approximately 240 cubic feet, whatever the stone may be. Thus a gang working on tough stone will have a larger number of breakers and will be a larger gang, but their total task will still be 240 cubic feet; while a gang working on brittle stone will contain fewer breakers and will be a smaller gang, but, still, must turn out the same total quantity of 240 cubic feet per day.

(h) Most ordinary hard stone used for metalling can be broken in the quantities of 5, $3\frac{1}{2}$ and $2\frac{1}{2}$ cubic feet, which have been taken as a standard, and a stone of this quality is here called the "standard stone," and it should be the kind worked on if there is any choice in the matter; but if it happens that a softer stone

(k) The following example shows an average gang as formed for a quarry of stone in which an able-bodied man can break 8 cubic feet. In this the task in terms of the standard stone must total up to about 150 cubic feet *plus* a small margin :—

Class of worker.	Number.	Task in terms of standard stone.	
		Each person.	Total of class.
1	2	3	4
		Cubic feet.	Cubic feet.
B Men, getters	3
C Men, breakers—			
(a) ordinary	3	5	15
(b) weakly	2	3½	7
C Women, breakers—			
(a) ordinary	18	3½	63
(b) weakly	6	2½	15
D Children, breakers	22	2½	55
D „ carriers	10
Total workers	64	Task ...	155

In making up gangs care should be taken that the “getters” are not in excess of actual requirements.

(l) When the broken stone is stacked on or near the quarry each week's work of each gang will be stacked separately for purposes of checking afterwards. The stack should be 12' wide at base, 8' at top, and 2' deep. Where stacked along a road, the stacks will have the usual dimensions; but each week's work of a gang must be a separate stack. Each gang should have a separate breaking and stacking-ground, so far as practicable, in the space available. Temporary absentees in excess of the margin already allowed to the gang should be allowed for by a proportionate reduction in the day's task. Thus if two breakers are absent from the above example of a gang it is only necessary to reduce the task by five cubic feet, because the strength of the gang is already equal to 5 cubic feet more than the ordinary task required.

XI.—WAGES.

40.—Paragraph 112 of the code provides that full wages shall be given for work which does not fall short of the full task by more than 5 per cent., provided that the short work is not due to contumacy. Work shall be paid to the nearest tenth of the task, one-twentieth or over being counted as a full tenth; thus 85 to 94 per cent. would be paid as 90 per cent., 75 to 84 per cent. as 80 per cent., and so on. The margin in measurement which is allowed in favour of the worker shall be discontinued whenever short work is due to contumacy. The following specimen table shows in pice the reduced wages payable for short work :—

Specimen wages table for short work which is not due to contumacy.

Full task in cubic feet.	Work done, in cubic feet.									
	95 % and over.	85 % to 94 %	75 % to 84 %	65 % to 74 %	55 % to 64 %	45 % to 54 %	35 % to 44 %	25 % to 34 %	15 % to 24 %	5 % to 14 %
80	76 and over	68 to 75	60 to 67	52 to 59	44 to 51	36 to 43	28 to 35	20 to 27	12 to 19	4 to 11
90	86 and over	77 to 85	68 to 76	59 to 67	50 to 58	41 to 49	32 to 40	23 to 31	14 to 22	5 to 13
100	95 and over	85 to 94	75 to 84	65 to 74	55 to 64	45 to 54	35 to 44	25 to 34	15 to 24	6 to 14
110	105 and over.	94 to 104	83 to 93	72 to 82	61 to 71	50 to 60	39 to 49	28 to 38	17 to 27	6 to 16
120	114 and over.	102 to 113	90 to 101	78 to 89	66 to 77	54 to 65	42 to 53	30 to 41	18 to 29	6 to 17
Wages for full task, in pice.	Wages payable, in pice.									
	100 %	90 %	80 %	70 %	60 %	50 %	40 %	30 %	20 %	10 %
13	Full wage.	12	10	9	8	7	5	4	3	1
12		11	11	8	7	6	5	4	2	1
11		10	9	8	7	6	4	3	2	1
10		9	8	7	6	5	4	3	2	1
9		8	7	6	5	5	4	3	2	1
8		7	6	6	5	4	3	2	2	1
7		6	6	5	4	4	3	2	1	1
6		5	5	4	4	3	2	2	1	1
5		5	4	4	3	3	2	2	1	1
4		4	3	3	2	2	2	1	1	1*
3		3	2	2	2	2	1	1	1	1*
2		2	2	1	1	1	1	1	1	1*

NOTE.—1. In calculating the wages payable for short work one half of a pice and fractions over half are taken as one pice. Fractions less than one-half are omitted except in cases marked (*), when one pice is entered on the principle that a worker who performs an appreciable portion of the task should get something.

NOTE.—2. The wages of weakly persons individually tasked and of weakly gangs must in no case be permitted to fall below the scale of allowances fixed for dependants [code paragraph 112 (b)].

Examples.

Task 120 cubic feet. Work done 87 cubic feet. As this lies between 65% and 74% of the full task the wages payable will be found under the figures 78 to 89. A worker who would get 10 pice for the full would get 7 pice, and so on.

Task 90 cubic feet. Work done 47 cubic feet. Under 41 to 49, find the wages payable. A worker entitled to get 8 pice for the full task would get 4 pice, and so on.

Task 1,200 cubic feet. Work done 990 cubic feet. Opposite 120 cubic feet see 90 to 101 and the wages below.

XII.—THE DAILY ROUTINE OF WORK. REPORTS AND ACCOUNTS.

41.—The basis of all labour statistics and most of the accounts is the muster roll given as form C-I. Form C-II, the muharrir's daily abstract, is made directly from C-I. The entries in the charge day book form C-III are entered daily in the office of the officer in charge from the total of all the muharrirs' daily abstracts. From this day book the officer in charge fills in the weekly voucher for wages, also in form C-III. He then prepares, still using form C-III, a charge progress return from his day book, his cash book, and the kitchen accounts, and submits it to the district engineer attaching to it the general weekly report prescribed in paragraph 98 of the code. A copy of this latter report must be submitted at the same time to the Collector direct. The further abstraction for statistical purposes is carried on by the district engineer, who compiles his district progress returns in form C-III from the totals of the charge progress returns and despatches copies to the Collector, executive engineer, superintending engineer, Commissioner and Chief Engineer.

42.—The muster roll should be printed on strong country paper and finished up with a strip of cotton sheeting along the binding. It should always be in the possession of the mate. It should be written up by classes when the gang is first formed, and it can be made to last for a month; when however famine is not severe and labourers are frequently changing, it may be desirable to fill it up for weekly or fortnightly periods. The front page gives the daily abstract of measurements, and the last gives the daily abstract of the wages. The muster roll should be written up daily in ink and totalled in the forenoon; it should be checked in the evening. The mate should not be permitted to have any persons in his gang who have not been entered on the muster roll by his muharrir under the orders of the officer in charge. The officer in charge should check a few gangs nearly every day. Every officer inspecting the gangs should check a few. The muster roll is of constant use in examining gangs and it is the principal instrument in detecting attempts at fraud.

43.—The first afternoon a gang is on the works the muster-roll should be checked by the gang muharrir in whose charge it may be. He should compare the persons present with the entries, enquire into any differences and make any necessary clerical alterations. The sub-overseer or his assistants should meanwhile have pointed out the next day's tasks and told the mate what his duties are, including instructions as to the task and manner of working, conservancy, drinking water, tools, repairs and the market.

44.—The muharrirs should all be taught their work; a few days' careful drilling of every muharrir is absolutely necessary to prevent continual confusion afterwards. The gang muharrir should make up the accounts of his party for each day submitting his daily abstract in the evening through the head muharrir to the officer in charge. The head muharrir should get the money from the officer in charge next morning at the fixed time, signing the cash book as a receipt and should supervise the payment of the wages by the gang muharrirs as described below.

45.—(a) The gang muharrir should be given the pay in a large bag containing as many smaller bags as he has gangs to pay. Each such small bag should be marked by the accountant with the distinguishing number of a gang and contain the wages of that gang, with details of date and amount on a slip of paper enclosed in it. The next step is to distribute the wages. The muharrir should distribute each gang's wages for the previous day during his morning muster. After the gang has been made to sit down in order according to their classes, and the morning's muster has been taken, the gang muharrir should open the bag, and count the contents, seeing that they agree with the slip which has been placed in the bag. He should then distribute the wages in accordance with the muster roll of the day before. He should check the balance, if any, which remains over after the distribution.

(b) If the balance is due to the temporary absence of a worker (owing to illness or unavoidable cause) the amount due to him should be left with his relatives or the mate of the gang. If it appears that the worker has left the work the amount due to him should be refunded to the officer in charge, and should in no case be redrawn. The absence will involve forfeiture of the amount due. In no case must balances remain with the gang muharrir after the close of the day. The officer in charge should immediately credit balances received in his cash book, and no such credit should ever be reopened.

46.—(a) The officer in charge should enter every receipt and payment in his cash book in form L-XII-B, every entry having a separate number in a weekly series. The cash book should be totalled daily, and the total expenditure and balances should immediately be entered on a daily card, form C-V, which should be despatched to the district engineer and, if required, to the Collector and the executive engineer.

(b) A separate register for contingencies is not required. The entry in the cash book is sufficient: but any payment for contingencies of over five rupees should be supported by a voucher. Except in cases of urgency (when the action taken should at once be reported) the officer in charge should not incur expenditure of over ten rupees on any one contingent item without the previous sanction of the district engineer.

47.—Dependants receiving cash allowances are shown separately in the muster rolls, but are paid daily with the workers. A special procedure is however necessary for emaciated persons (usually children) who are selected to receive food instead of cash allowances under the provisions of paragraph 131 of the code. The persons selected should be brought to the head quarters camp with the workers on whom they are dependant and should be fed twice a day. The workers will be given work either in the head quarters camp or on the nearest gang. The account should be kept separate for purposes of inspection and control; but payments for diet and establishment should be made by the officer in charge. The accounts and registers will ordinarily be kept up by the hospital assistant, who will supervise the feeding of the emaciated persons, but if the numbers are large a special jamadar may be appointed for this purpose. One or two Brahman cooks will also be required on a monthly pay of Rs. 4 to Rs. 6. An attendance register and a diet register should be kept up in forms F-II and F-III, similar to those provided for poorhouses. The officer in charge should pay the bills daily to the contractor who supplies the food, taking his signature in the remarks column of form F-III. The jamadar or the hospital assistant may be given a permanent advance of Rs. 10 for petty contingencies, if this is desirable; but the advance should be recouped not less often than once a week, and all accounts should be cleared up at the end of the week in order that the details may be available for the charge progress return in form C-III.

The accounts of hospitals on relief works should be kept entirely distinct from all other accounts, as the expenditure including the cost of the diet of patients is not chargeable to famine relief. The district medical officer will be responsible for the supply of all medical stores and for the provision of the necessary funds for his contingent expenditure to the hospital assistant, who should be given a permanent advance, as provided by paragraph 218 of the code.

Diet and attendance registers shall be kept up for all famine hospitals; these registers may be in forms F-II and F-III, similar to those provided for poorhouses, unless the district medical officer otherwise directs.

48.—The following papers should be submitted weekly by the officer in charge for use in audit:—

- (1) a copy of his cash book, with the acquittance-roll, and with vouchers for all contingent items of more than five rupees.

(2) a weekly voucher for wages and cash allowances in form C-III;

(3) a copy of the kitchen account.

49.—(a) All orders fixing the price basis should specify the date from which it should take effect, and should be communicated in time for introduction on that date. The officer in charge should keep them in a separate file.

(b) The executive engineer should specially see that no unnecessary clerical work is thrown on the officer in charge.

(c) All famine relief forms should be locally printed under the orders of the superintending engineer, and charged to general establishment contingencies.

XIII.—CHECKING WORK, NUMBERS AND PAYMENTS.

50.—Each sub-divisional officer or military officer deputed on famine duty should inspect each of the works in his charge, if possible, at least once in three weeks. Inspections will also be made by the Collector, the district engineer and other superior officers as frequently as possible.

51.—When a charge is inspected by a sub-divisional officer or military officer, at least one whole day should be devoted to the inspection; the inspecting officer should count the numbers on the work (either by sampling gangs or by a full count); he must see that his facts are correct and he must record in each case the steps taken by him to remedy the defects reported. If there are serious defects, he must stay on the charge two or three days, if possible, and get them righted so far as practicable in the time.

52.—The sub-divisional officer or military officer shall send his inspection report direct to the district engineer, as prescribed in paragraph 78 of the code. The following paragraphs indicate the subjects to which attention should be paid in preparing a full inspection report. All the subjects mentioned need not be dealt with, but only those which call for comment on the work in question. Unnecessary writing or comments of a purely formal nature should be avoided.

53.—As a safeguard against fraud, and an instrument of detection, the muster roll system of keeping the initial accounts is most valuable. The muster roll forms should be kept and issued by the officer in charge. They should all be stamped with distinguishing numbers in the office of the district engineer, and registers should be kept by that officer and the officer in charge showing their disposal. Every petty official whose end would be served by confusion will try to spoil the rolls, and will exaggerate the difficulty of keeping them up. This is so marked that inability to keep the muster rolls in order may almost be regarded as the sign of a rogue or incompetent person. In either case the man should be removed. If it is the officer in charge himself who fails in this matter there is the more reason why he should be replaced by a competent man.

54.—The progress shown should be checked by test measurements extending over the whole work in a tank or over any reach of a road work the recorded progress of which can be disentangled from the remainder. Such check is facilitated, if a road or other long work is partitioned into lengths, and measurements closed for each length as soon as work on it is finished.

55.—A knowledge of the total number of gangs of all kinds on or attached to the charge, including gangs employed on services in connection with it (e.g. conservancy or the like), together with precise information of the places at which they are working, is the basis of thorough inspection and should ordinarily be obtained from the officer in charge before inspection begins. Later on the information may be checked by the register of muster rolls issued; but it is important to take the statement of the officer in charge on this point at the

outset. Otherwise, if the number of gangs is found short the inspecting officer is likely to be told that the gangs not traceable are on the march, or engaged at some distance from the work; and such a statement will render his enquiries fruitless if, as will often be the case, he has then no time to test the information.

56.—It is also desirable, where possible, that, before making detailed inspection, the inspecting officer should ascertain from the last weekly charge progress return the incidence of the expenditure on the wages for the able-bodied gangs directly employed in executing the work in hand (*a*) for work done (*b*) per unit relieved. These figures will indicate the general character of the work, and will be useful in checking the output of individual gangs. An extraordinarily low or an extraordinarily high incidence will naturally attract suspicion.

57.—When a full count is taken it should be made without any warning. A whole party should be stopped, the workers and dependants given ten minutes to seat themselves, and then counted up by head and entered in a note-book ruled in lines for gangs, men, women, and children. While the count of a party is in progress the workers and dependants must remain seated; as soon as it is over a second signal should be given to resume work. A full count is better directed to checking the gross numbers of gangs, men, women, and children. It is impracticable to check at the same time their correct classification in the muster rolls: this is better done during the sample counts which are made by means of the muster rolls. Two officers working from opposite ends of a work make a more satisfactory count than a single officer. In a tank work the whole of the people in it should be made to seat themselves simultaneously. With this information the inspecting officer will be equipped for his inspection. As he passes along the work all gangs should be told to stop work and muster in order by classes. This will prevent confusion and the shuffling of the gangs.

58.—The numbers are checked by counting the number of gangs at work along a road, &c., and sampling the total entries in the maharrirs' daily abstracts by careful comparison in detail for about 20 per cent. of the entries in the muster rolls as well as with the numbers actually found present. Any recent curious fluctuations in the muster rolls require explanation. If anything throws doubt on the general accuracy of the daily abstracts it is best to stay there and obtain some tangible results before going further.

59.—If the daily abstracts have been found fairly correct, after checking a certain number of tools and the detailed calculations, the totals should be compared with the entries made in the charge day book. The totals of this charge day book should again be checked and compared with the entries in the weekly voucher in form C-III, and those again with the payments recorded in the cash book. The cash book itself should then be carefully examined as usual, attention being paid to the character of the contingent expenditure. The details of the hospital and kitchen accounts also should be very carefully examined.

60.—An examination should be thorough, but mostly in the way of sampling, unless something suspicious is lighted on, and in that case it should be searching. The way in which the accounts and records are kept is often a very good guide to what one may expect to find. If they are kept in such a manner as to facilitate check careful sample checking will probably be found to be sufficient. If, on the other hand, the books are in confusion it will be well to have a very complete examination; for there is either carelessness which many will have taken advantage of, or there is worse. If enquiries establish substantial presumption of fraud the officer in charge must be at once suspended by the district engineer. In case of carelessness the orders of the Collector should be awaited, unless immediate removal is necessary in the interests of the Government or the workers. In either case the district engineer will forward a full report to the Collector of the action taken and the reasons for it.

61.—The following procedure will secure a thorough inspection :—

- (1) the inspecting officer should count the number of gangs, and on the way select gangs for detailed comparison with the entries in the muster roll of the numbers present, the work done and the payments made; and verify the entries of payments by enquiries from the gang, and the entries of work done by actual check measurements.

NOTE.—It is essential that this should be done on the spot; and enquiries should not be confined to one day's entries only.

- (2) he should notice specially the condition of the weakly gangs, weakly persons individually tasked, new comers, nursing mothers, and children under seven years of age who have been a short time on the works; whether weakly persons are put into separate gangs, or are individually tasked under paragraph 104 of the code, and whether the task is low enough; what proportion their numbers bear to the total number of workers; and whether immigrants from other districts and members of aboriginal tribes are kept in separate gangs,
- (3) he should see that the numbers engaged on miscellaneous duties are not excessive, and that dependants are properly employed on useful works, such as breaking clods, &c.,
- (4) he should compare the muster rolls with the muharrirs' daily abstracts, specially noticing—
 - (a) the difference (if any) between the sums drawn by the muharrir and the sums paid to the gang, and the explanation given of the difference at the time, which should be noted for comparison later on with the entries in the cash book;
 - (b) whether the authorized price basis is adopted, and proper calculation of wages made;
 - (c) the numbers shown as present on the two or three days before inspection.

NOTE.—The workers should be examined closely as to the names and particulars of any persons, previously shown as present, but absent on the day of inspection.

- (5) he should see whether the tasks are plainly indicated in advance, and are correct in size, and whether the gangs clearly understand what they have to do; whether the carriers are correctly proportioned to the diggers; what proportion of the gangs is earning the full wage daily, and what percentage of the full wage the average earnings represent;
- (6) he should see whether the check measurements have been properly made or whether they indicate laxity in the daily measurements;
- (7) he should take the muharrirs of the selected gangs with their daily abstracts to the head quarters of the charge, check the totalling of both payments and measurements in some of the abstracts, and compare the totals of the abstracts with the corresponding entries in the charge day book;
- (8) similarly in the case of gangs other than those selected, he should compare the totals of the daily abstracts for the two or three days preceding with the corresponding entries in the charge day book;
- (9) he should compare the totals of the charge day book with the corresponding entries in the cash book;
- (10) he should check the weekly voucher for wages and cash allowances by the entries in the charge day book;
- (11) he should compare the accounts for kitchens with the corresponding entries in the cash book, and test the expenditure by the incidence per head relieved;

- (12) he should examine the expenditure on contingencies, scrutinizing the vouchers ;
- (13) he should compare the charge day book and cash book entries with the charge progress return for the preceding week or weeks ;
- (14) he should see that the cash balance is not excessive ;
- (15) he should check the acquittance roll by the attendance book of the establishment, testing a few entries in the latter, and specially noting whether the establishment is excessive. He should see whether the muharrirs and road agents know the rules and understand their duties, and whether they are all provided with huts or tents. He should note any who appear to be specially good men, or, on the other hand, incompetent or lazy ;
- (16) he should examine the comparative statement of expenditure and work done, as shown in the weekly charge progress return ; compare the progressive expenditure with the estimate sanctioned for the work ; see that the progress of work done is roughly proportionate to the expenditure incurred ; and how the rate of expenditure compares with the normal petty contract rate.
- (17) Admission.—He should see that the arrangements for receiving, registering and placing new comers are in good order ; that the new comers are put in separate gangs and individually tasked ; and that the task is low enough at the outset and is gradually raised.
- (18) Funds and coin.—He should see that there are satisfactory arrangements for (a) keeping the officer in charge in funds, (b) transport and custody of coin, (c) keeping up a good supply of copper coin.
- (19) Fire protection.—He should see that all grass huts, especially in the head quarters camp, are protected from fire and cattle by mud or "cowdung plaster."
- (20) Stores, tools and baskets.—He should see (a) that the registers are in good order so that every transaction is traceable ; (b) what numbers of spare picks, phaooras (hammers, in the case of a stone-breaking work), and baskets there are, and should note if anything is wanting.
- (21) Conservancy.—He should see (a) that yellow flags are fixed at the 150 yards range ; (b) that the intervening ground is clean ; (c) that there is a staff of men to enforce conservancy rules.
- (22) Water arrangements.—He should see (a) that the wells are selected and guarded as directed ; (b) that they are disinfected regularly ; (c) that the arrangements for water carriage and distribution are in proper order.
- (23) Shelter.—He should see (a) that there are enough grass screens for those who live on the works ; (b) that they are strongly made ; (c) what proportion of the persons attending the works reside on the works.
- (24) Food supplies.—He should note (a) the quantity and quality ; (b) the prices of some of the principal foods ; (c) whether there appears to be any combination of the local men ; (d) whether *kesari* is sold on the works.
- (25) Kitchens.—He should see (a) that the arrangements are satisfactory ; (b) what food is being given to adults and children ; (c) whether the food is digestible.
- (26) Hospitals.—He should see (a) whether there is a separate hospital for the charge ; (b) if not, where the sick are sent to ; (c) whether there are isolated huts for small-pox patients ; (d) whether there is a spare

hospital ready for an epidemic ; (e) what are the arrangements for discovering the sick and sending them to hospital ; (f) he should examine the food and wages accounts of the hospital and report results ; (g) he should note whether the hospital management is satisfactory and whether the hospital assistant visits all gangs daily.

- (27) The dead.—He should see what the arrangements are for disposing of dead bodies if there is any danger of epidemic disease.
- (28) Complaints.—He should state results of enquiries into complaints made.
- (29) Difficulties.—He should state any peculiar difficulties in the proper management of the charge.
- (30) If able to make a complete count of the numbers attending the work, he should give a short note of the results as compared with the reported numbers.
- (31) Daily routine.—He should note (a) at what hours the mustering is done ; (b) at what intervals, at what hours and by whom wages are paid.
- (32) Office matters.—He should note whether there is any unnecessary writing or account rendering.

FORM C-I.

MUSTER ROLL

OF

DEPARTMENTAL RELIEF WORKS.

PERIOD:—FROM TO

GANG No. OF CHARGE No.

NAME OF WORK:—

NAME OF MATE:—

NAME OF GANG MUHARRIR:—

NAME OF WORK MUHARRIR:—

Price basis	...	{	sérs per rupee				
			date from which it took effect				
Task for men dig-		{	cubic feet				
gers.			date from which it took effect				
Task for women		{	cubic feet				
diggers.			date from which it took effect				
Task for weakly		{	cubic feet				
persons.			date from which it took effect				

PROGRESS OF WORK DONE.

1	2
Number of group.	Date.
Total work done	
Full task for gang	
Signature of work mihavir and of sub-overseer when the latter has checked the work.	

Cu-
bic
feet.

[illegible]

[illegible]

NOMINAL ROLL.

1	2	3	4	5	6
Class and wages in pie.	Group no.	Village.	Name.	Date.	
Women, B ..					
Total number					
Total wages for full task ..					
Total fines					
TOTAL WAGES EARNED ..					

NOMINAL ROLL.

1	2	3	4	5	6
Class and wages in pice.	Group no.	Village.	Namo.	Date.	
Men, E "					Group no.
Women, E "					
Total number "					
Total wages "					
Total number "					
Total wages "					

3

31:

NOMINAL ROLL.

1	2	3	4	5													6																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
Class and wages in pico.	Group no.	Village.	Name and name of parent or guardian in the case of children	Date.													Group no.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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ABSTRACT OF PAYMENTS.

Date		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
Mon, A.		No.		Full wages.		Mon, B.		No.		Full wages.		Mon, C.		No.		Full wages.		Mon, D.		No.		Full wages.		Total number of men, women and children.		Full wages for full task.		Fines.		Wages earned.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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INSTRUCTIONS.

1. The task for earthwork should always be a multiple of 10 cubic feet and the depth excavated should always be one foot irrespective of what the length and breadth may be. The depth must always be accurately measured and care must be taken that the sides of the borrow pit are dug perpendicularly.

2. The task for a woman digger is two-thirds of that for a man digger but the wage of a woman digger is the same as that of a man digger.

3. The rest day allowance for adult and children workers is the same as the allowance for adult and children dependants. No person is entitled to rest day allowance who has not been on the work on the three previous days.

4. A group consists of one or more diggers with carriers and dependants. Every person belonging to the same group must be given the same number.

5. In the nominal roll of attendance the following signs should be used:—/ indicates present at morning muster; \ indicates present at afternoon muster; O indicates absence. When a man has once been absent the attendance columns opposite his name should be scored through to the end of the sheet. If he comes to work again his name must be entered afresh. An example is given of four entries—

10th.	11th.
×	/
O	—
×	O
⊗	O

The first man was present on the 10th and on the morning of the 11th; the second was absent on the 10th and a line is drawn through the later columns against his name; the third was present on the 10th but absent on the 11th; the fourth was absent on the 11th and was absent at the distribution of wages for the 10th. The sign ⊗ therefore indicates a refund.

6. Fines should be entered in red under the attendance signs of the persons concerned; they should be in even pice.

7. In the abstract of payments the actual payments made and the amounts refunded should be shown on the same line as the amount of payments due, the date of payment being entered in the column provided for the purpose.

8. Sunday allowances are paid on Saturday. Wages and allowances for Saturday should, if possible, be paid on Saturday evening. If this is not found possible they may be paid on Monday.

FORM C-II.**MUHARRIR'S DAILY ABSTRACT.**

DATE :—

CHARGE :—No.

NAME OF MUHARRIR :—

Price basis ...	{	sérs per rupee				
		date from which it took effect ...					
Task for men diggers...	{	cubic feet				
		date from which it took effect ...					
Task for women diggers	{	cubic feet				
		date from which it took effect ...					
Task for weakly persons.	{	cubic feet				
		date from which it took effect ...					

Gangs: Numbers

FORM C-II,

Muharrir's daily abstract, date

[illegible]

NOTE.—If any of these gangs are temporarily unemployed, on the march or are employed on conservancy, water supply or any other services in connection with the charge and not on the execution of the work in hand, or are members of weakly gangs or are weakly persons individually tasked, the muharir should give a separate total for—(a) the temporarily unemployed, (b) those employed on services connected with the charge, and (c) the weakly gangs and individuals.

Signature of nuharir.

FORM C-III—(continued).

Workers.														
Employed on workmen connected with the charge.				Temporarily unemployed (Sundays, murching, &c.).				Total of workers.						
Men.	Women.	Children.	Total of men, women and children.	Total wages earned.	Men.	Women.	Children.	Total of men, women and children.	Total wages earned.	Men.	Women.	Children.	Total of men, women and children.	Total wages earned (columns 11, 14 and 17).

21					22	23	24	25	26
Gratuitously relieved.									
By cash allowances.					By food from state kitchen.				
Men, D.	Women, E.	Children, F.	Children, G.	Children, H.	Children, I.	Total men, women and children.	Total cash allowances.	Men.	Women.
									Children.
									Total men, women and children.
									Cost.
Gratuitously relieved by cash					By food allowance.				
...					...				

FORM C-III--(continued).

27	28	29	30	31	32	33	34	35	36	37	38	39
Gratuitously relieved.												
Total gratuitously relieved.												
Men.	Women.	Children.	Cost (columns 23 and 29).	Tools and plant.	Shelter.	Miscellaneous.	Total of columns 14, 17 and 29 to 33.	Total expenditure (columns 11 and 34).	Total number of persons relieved (columns 19 and 28).	Actual incidence of column 11 on column 3.	Normal ordinary potty contract rate.	Percentage of column 34 to column 11.
All gratuitously relieved												

FORM C-III—(concluded).

[illegible]

NOTES 1.—When this form is used as a day-book, column I will contain the names of the muharrirs, and columns 34 to 43 will be left blank.

2.—When this form is used as a weekly voucher, column 1 will contain the dates and days of the week, and columns 36 to 43 will be left blank. The details of men, women and children need not be filled in.

3.—When this form is used as a charge progress return, column 1 will contain the dates and days of the week.

4.—When this form is used as a district progress return, column 1 will contain the numbers of the charges.

5.—The lines at foot of form giving the average wage and daily average of attendance should be left blank except when the form is used as a charge or district progress return or a note for the Chief Engineer.

6.—When used as a district progress return or a note for the Chief Engineer, the remarks column should always state the number of charges open in the district, the general health and condition of the people, and should notice any increase or decrease in numbers, and give particulars of any accident, theft or robbery, resulting in injury to government property or work people.

7.—The following instructions should be followed in filling in the several columns:—

Columns 5 and 8 should include all relief workers directly employed on the work in hand, but not the establishment. Masters of gangs should be counted as relief workers. Weakly persons individually tasked should be shown under weakly gangs in column 8.

Column 12 should include all relief workers employed in miscellaneous duties on the works, also nurses who are paid daily wages, and other attendants who are engaged by the officer in charge and paid daily.

Personal attendants of the sick in hospital will be shown in column 41.

Column 15 should include all workers temporarily unemployed, as on a rest day, or while on the march, or when temporarily dispersed for cholera, or when work is stopped by bad weather, &c.

Columns 50 to 53 should include the actual payments made under these heads on each day. To prevent unnecessary references in the case of any specially heavy payments being shown in these columns, the officer in charge should give an explanatory note at the foot of the page.

Establishment should include all establishment attached to a particular work—

- (a) in permanent government employ, but deputed from another department; or
- (b) temporarily engaged.

Tools and plant should include the wages of blacksmiths and carpenters employed on keeping tools in repair, the cost of carriage, and any expenditure on local purchase of tools or of materials for making or repairing them.

Shelter should include expenditure on accommodation for establishment, as well as that on hutting for the persons on relief works, and on the construction of kitchens.

Other items should include local purchase of materials, such as blasting powder (if authorized), together with the cost of carriage, string for marking out, occasional cart-hire, &c.

[VIDE PARAGRAPH 69 (b) OF THE FAMINE CODE.]

GI

Chief Engineer.

Station _____ }
Date _____ }

FORM C-V.

DAILY REPORT CARD.

The object of the daily report is to convey general information, and specially information as to gross expenditure at a very early date, without going into details. The report may be given in various forms to suit local requirements, but in all cases the form should be as simple as possible, and all its figures should be directly obtainable from the totals of the charge day book and cash book. It should not contain information that will do quite as well in the weekly reports.

The following is an example of a suitable form and should ordinarily be adopted. The name of the district and the address should be printed on the card. The charge number may also be conveniently printed. For each different address there should be a differently coloured card, as light green for the district engineer, pink for the Collector, white for the executive engineer. This greatly facilitates distribution and prevents frequent confusion.

These cards, which it is quicker, or more convenient, to send by post, should be printed on post-cards, with the officer in charge's signature on the address side of the card; but those within the district will usually be sent by special messenger; and in a district where there are a great number of relief works in progress a special famine relief postal service of *dak* runners to carry these and the very numerous other returns and documents should be organized.

District _____		
Charge No. _____ . Date _____		
Work _____		
1. Number on the charge. _____		
Workers.	Dependants.	Total.
2. Are people crowding in? _____		
3. Quantity of work done _____ c. ft.		
4. Expenditure for the day _____		
5. Money left in cash and cheques, Rs. _____		
6. All gangs paid up to _____		
7. Epidemics, or accident, or loot, &c. _____		
Officer in charge.		

FORM C-VI.**FORM OF APPOINTMENT OF A MEMBER OF THE WORKS ESTABLISHMENT.**

[To be prepared and signed in triplicate, one copy to be given to the person appointed, one copy to be transmitted to the Accountant-General and one copy to be recorded in the office of the authority making the appointment.]

FROM

THE SUPERINTENDING ENGINEER,

_____circle, provincial branch, p. w. department,
To

No. _____

Dated at _____ the _____ of _____ 19 .

You are hereby appointed a member of the works establishment of the _____ division, public works department, in the United Provinces of Agra and Oudh, as a _____ on a consolidated salary of rupees _____ per month, with effect from the morning of the day you enter upon your duties under the district engineer of _____, to whom you should report yourself without delay.

2. Your appointment will cease on receipt of a written notice from the district engineer. If he considers your conduct and work have been satisfactory, he is empowered then to pay you a sum equivalent to your salary for six to fourteen days, in lieu of travelling allowance, to enable you to return home. This cannot be claimed as a right.

3. While in government employ you will be subject to, and governed by, the rules for the time being in force in the public works department, supplemented by such other orders as you may from time to time receive from the officer under whom you are serving.

4. Should you absent yourself from duty without the permission of the district engineer you will be liable to forfeit the salary which may be due to you, subject to a maximum of 14 days' salary.

5. Your salary is consolidated and includes all charges, and you will not be entitled to any travelling or other allowances.

6. This appointment is cancelled should you fail to join by _____.

Superintending Engineer.

C-VI

(138)

(Declaration by person appointed.)

I HEREBY accept the appointment conferred on me in the above order, the terms of which I clearly understand and agree to, and I hereby bind myself to observe and abide by the rules referred to in paragraph 3 of the said order.

(Signature)_____

Dated at _____ the _____ of _____ 19 .

FORM C-VII.

[VIDE PARAGRAPH 70(a) OF THE CODE.]

ESTIMATE OF THE COST OF TOOLS AND PLANT REQUIRED FOR FAMINE
RELIEF WORKS IN THE _____ DISTRICT.

No. _____

Dated _____

Number of full charges to be
provided for as required by
the Collector
Deputy Commissioner

For earthwork	..	
„ kankar digging	...	
„ stone breaking	...	
Total	...	_____

17	Measuring tapes	12	...
18	Wooden chests	2	...
19	Tables	4	...
20	Chairs	2	...
21	Beds	6	...
22	Charpoyas	1	...
23	Bamboo racks	45	...
24	Office boxes	1	...
25	Almirahs	2	...
26a	"Tahsildar" tents	1	...
26b	Sewar pails	5	...
27	Padlocks	6	...
28	Batons	2	...
29	Brass lotas	3	...
30	Brass dishes	2	...
31	Iron karhis	2	...
32	Iron tadhlas	20	...
33	Iron tawas	2	...
34	Iron spoons	2	...
35	Iron chintatus	2	...
36	Iron katoras	20	...

* These are alternatives.

Total ...
Add for freight and contingencies @ 10 per cent.

Total of estimate ...

Countersigned by _____ and _____
District _____ Collector _____ and _____
District engineer _____ Dopy. Commr. _____
surveyor _____ Division _____

INSTRUCTIONS.

1. This estimate will be prepared by the district $\frac{\text{engineer}}{\text{surveyor}}$.
2. The district $\frac{\text{engineer}}{\text{surveyor}}$ will ascertain from the $\frac{\text{Collector}}{\text{Deputy Commissioner}}$ the maximum number of people for whom relief is likely to be required and will consult him as to the number of charges of each class, namely (a) earthwork, (b) kankar digging, (c) stone breaking, for which tools and equipment should be provided.

The number of charges so determined will be entered on the front page of the estimate, and the total at the top of column 6.

NOTE.—A complete charge consists of 6,500 workers and dependants together.

3. The district $\frac{\text{engineer}}{\text{surveyor}}$ will then enter in columns 6, 11 and 12, the number and price of the articles necessary for the complete equipment of the number of charges decided upon. The figures will be based on the equipment laid down in part I of the schedule in paragraph 7 of appendix C of the famine code, and any deviation in number or price must be explained in column 11.

4. In column 7 the district $\frac{\text{engineer}}{\text{surveyor}}$ will enter the number of each article for which an indent or estimate has already been sanctioned, and will fill up column 8.

5. The estimate, after countersignature by the $\frac{\text{Collector}}{\text{Deputy Commissioner}}$ and the executive engineer, will be forwarded to the superintending engineer for his sanction. No time should be lost in submitting the estimate.

6. The superintending engineer will lose no time in scrutinising and completing the estimate, and returning it duly sanctioned. In column 9 he will enter the number of tools available from the provincial reserves and will give orders for their issue forthwith. He will then complete columns 10 and 13, and finally endorse his sanction to the estimate; at the same time intimating to the Chief Engineer its amount, and the number of charges it provides for.

NOTE.—Each superintending engineer must keep himself informed of the number of tools available for transfer from the portion of the reserves under the control of the other superintending engineers.

FORM C-VIII.

[VIDE PARAGRAPH 70(a) OF THE CODE.]

ESTIMATE OF THE COST OF MISCELLANEOUS ARTICLES REQUIRED FOR
FAMINE RELIEF WORKS IN THE _____ DISTRICT.

No. _____

Dated _____

Number of full charges to be provided for as required by the <u>Collector</u> Deputy Commissioner	For earthwork	...
	„ kankar digging	...
	„ stone breaking	...
	Total	...

INSTRUCTIONS.

1. This estimate will be prepared by the district $\frac{\text{engineer}}{\text{surveyor}}$.

2. The district $\frac{\text{engineer}}{\text{surveyor}}$ will ascertain from the $\frac{\text{Collector}}{\text{Deputy Commissioner}}$ the maximum number of people for whom relief is likely to be required and will consult him as to the number of charges of each class, namely (a) earthwork, (b) kankar digging, (c) stone breaking, for which tools and equipment should be provided.

The number of charges so determined will be entered on the front page of the estimate, and the total at the top of column 6.

NOTE—A complete charge consists of 6,500 workers and dependants together.

3. The district $\frac{\text{engineer}}{\text{surveyor}}$ will then enter in columns 6, 11 and 12 the number and price of the articles necessary for the complete equipment of the number of charges decided upon. The figures will be based on the equipment laid down in part II of the schedule in paragraph 7 of appendix C of the famine code, and any deviation in number or price must be explained in column 11.

4. In column 7 the district $\frac{\text{engineer}}{\text{surveyor}}$ will enter the number of each article for which an indent or estimate has already been sanctioned, and will fill up column 8.

5. The estimate, after countersignature by the $\frac{\text{Collector}}{\text{Deputy Commissioner}}$ and the executive engineer who will fill in column 10, will be forwarded to the superintending engineer for his sanction. No time should be lost in submitting the estimate. The superintending engineer should keep himself informed of any surplus stores, not only in his own circle but also in other circles where he thinks it probable that surplus stores exist.

STORES REGISTER.

and will show the daily receipts and issues of each kind of tool or stores.

2. The superintending engineer will keep a separate register for each dépôt at which the provincial reserve is stored.

3. The balance in store must be struck after each entry.

Name of article

[illegible]

FORM C-X. **TOOLS LEDGER.**

1. This form will be maintained by all officers by whom tools are issued.
2. The superintending engineer will keep a ledger account for each district; the district ^{engineer}_{surveyor} for each charge, and the charge officer for each gang.
3. It will be posted from the stores register, daily or when convenient, and will show at a glance the number of each class of tool in each district, charge or gang, as the case may be.
4. The officers who maintain these ledgers should inspect them periodically in order to satisfy themselves that the number of tools in each district, charge or gang, is sufficient and not excessive.

No. of ^{charge}_{gang} _____ Name of charge officer _____

Date.								
Name of article.	Receipts.	Issue.	Balance.	Signature of recipients.	Receipts.	Issue.	Balance.	Signature of recipients.
1	2	3	4	5	6	7	8	9
1. Phaeas { Country ...								
2. Pickaxes... ..								
3. Kudals								
4. Ballast hammers—								
1½ lbs.								
2 lbs.								
2½ lbs.								
3 lbs.								
5. Sledge hammers—								
6 lbs.								
7 lbs.								
8 lbs.								
9 lbs.								
10 lbs.								
6. Jumpers								
7. Axes .. { small ...								
large ...								
8. Iron treasure chest—								
Rurki pattern ...								
Other kinds								
9. Iron dols								
10a. Galvanized iron barrels.								
10b. Galvanized iron buckets.								
11. Brass lotas								
12. Iron ladles								
13. Iron boilers								
14. Lanterns								
15. Lamps								
16. Timepieces								
17. Measuring tapes ...								
27. Padlocks								
37. Tatpieces								

FORM C-XI. **INDENT FOR STORES.**

INSTRUCTIONS.

(1) The indenting officer will make three copies of each indent with the aid of carbon paper.

(2) Two copies will be torn out and submitted to the officer who has charge of the stores for issue.

(3) The officer who is indented upon will fill in the number of articles supplied, with necessary remarks, and will return one copy with the stores. He will retain the other copy for his own information and put it temporarily on to a file pending receipt of the duplicate acknowledging the receipt of the articles.

(4) On receipt of the stores, the indenting officer will sign the acknowledgment in the last column of the original indent and return it to the officer from whom the stores are received. He will at the same time complete and initial the counterfoil.

(5) The issuing officer on receipt of the acknowledged copy will paste it into a book for record and destroy the copy on the file.

(6) The indenting officer should in the remarks column give some particulars of how he bases his requirements.

Indent for stores no. dated

Names of articles.	Balance in store.	Number now required.	Remarks.	Number supplied.	Remarks.	Acknowledgment.
1	2	3	4	5	6	7
						Received in full and in good order as per list.
						Signature of receiving store-keeper.
						Signature of indenting officer.
						Dated
Signature of indenting officer. { District engineer _____ district _____ Officer in charge _____ no. _____ of charge muharrir _____				Signature of issuing store-keeper. Dated _____		

APPENDIX D.—VILLAGE WORKS.

(SEE PARAGRAPHS 84 TO 88 AND 121 TO 124 OF THE FAMINE CODE.)

1. On the first warnings of scarcity the Collector is required to examine the programme of village works with a view to testing its adequacy and deciding in what order the works will be opened. Civil works should be opened in the circumstances explained in paragraph 84 of the code.

Private works should be freely employed at all stages of a famine subject to the provisions of rule 6 below regarding aided works.

PRIVATE WORKS (UNAIDED).

2. The Collector should use his influence to induce landowners and others, who have undertaken or may be ready to open unaided private works, to commence them on the first warnings of scarcity. But he should not in any way interfere in the management of such works, unless specially invited to do so.

3. The circle officer (when appointed) will obtain on every Saturday evening from the persons who have undertaken unaided private works the weekly returns prescribed by paragraph 121 of the famine code in form D-I. He should himself compile a single return for his circle in the same form and forward it to the Collector so as to reach him not later than Monday morning. A copy together with the original returns should be sent to the sub-divisional officer.

4. It will be the duty of the patwari to fill up the return daily if so required by the person undertaking the work. Where unaided private works are numerous they may be grouped together in such numbers that they can be visited by one man daily, and the Collector may appoint a special muharrir on a pay of not more than Rs. 15 per mensem for the group.

5. The circle officer should from time to time verify the numbers shown as attending the work and report to what classes of persons generally they belong; but he shall in no case interfere with the management.

PRIVATE WORKS (AIDED).

6. Advances of money for aided private works shall be charged in the first instance to famine relief under the provisions of paragraph 282(b) of the famine code. Applications for funds shall be made by the Collector in form L-I, as in the case of other famine expenditure. Aided works may be undertaken as soon as the declaration of scarcity has been made in any district.

7. On the first warnings of scarcity the Local Government should fix the average proportion of the advances recoverable for each division. The proportion to be recovered in individual cases should be fixed by the Collector, but the previous sanction of the Commissioner is necessary if that proportion varies by more than 25 per cent. from the average proportion fixed for the division.

8. Advances may be given by the Collector for any work which has been entered in the programme of village works. In the case of works not entered in that programme advances may only be given after the work has been located, measured and estimated, and then only to persons who have proprietary rights in land or can give security for repayment and in such cases the special sanction of the Commissioner is required for any advance for a single work which exceeds Rs. 1,000. For an advance exceeding Rs. 5,000 the sanction of the Local Government or of the Famine Commissioner is required. If the proprietors of the land agree to the work being done by the villagers, advances may be made on the joint bond of the principal villagers.

9. In determining the amount of the advance the Collector should follow the estimates for works which have been duly entered in the programme. For other

works the following are the highest rates at which estimates or advances should be made—

(a) excavating tanks	Rs. 4 per 1000 cubic feet.
(b) constructing or repairing embankments	4 " " "
(c) excavating drainage channels	2 to 3 " " according to the hardness of the soil and other local circumstances.
(d) masonry work	25 per cent. in excess of the ordinary local rate.

10. The advances will ordinarily be given in three instalments, viz. two-fifths before the work has been commenced, two-fifths when it is approximately half finished, and one-fifth when it has been passed as completed after due inspection.

11. Before making an advance the Collector should take an agreement in form D-II from the grantee, after carefully explaining the conditions to him.

12. When the first instalment of the advance has been disbursed the necessary entries should be made in the register form D-III.

13. On the first day of each month the Collector should submit to the Commissioner in form D-IV a list of the advances made by him during the preceding month.

14. The management will ordinarily be conducted by the grantee, and the control of the Collector will ordinarily be restricted to seeing that the work is regularly carried on, that wages are regularly paid, and that the other conditions of the agreement are observed. Special care should be taken to prevent subordinate officials from harassing the grantees.

15. As regards measurements it will ordinarily be sufficient, if the works have been properly located and measured out beforehand, to make a careful inspection of the work when it is about half done as a preliminary to the second instalment of the advance, and again to measure up the work when completed. If the final measurements agree substantially with those specified in the original estimate, the account should be closed, any difference being disposed of by the Collector.

NOTE.—When the works consist of the deepening of tanks, it will be best in almost every case to mark out a rectangular figure in the selected area of the tank, leaving the remainder almost untouched, and dig out an equal depth all over that area; and then to cut back the vertical edges of the excavated pit to a distance of three times the depth dug out. This method of treatment will more or less successfully preserve the original shape of the bottom of the tank, which it is desirable to do in order to utilize the water to the last, and to diminish loss by evaporation and percolation. Before work is commenced a well should be dug about three feet in diameter and down to the full depth of proposed excavation at each corner of the marked out rectangular figure. The bottom of the wells should be finished off flat and smooth. The wells cannot be afterwards concealed by any kind of filling in; and when the work is said to be completed, a careful inspection will show whether the full depth has been dug down to or not. It is essential that a wide space should be left between the embankment and the edge of the completed tank, since otherwise the excavated earth will fall back into the tank during the rains.

16. The Collector should as the work progresses make the necessary entries in the register form D-III.

17. The grantee should on every Saturday evening furnish the circle officer with a labour return in form D-I. It will be the duty of the patwari to fill up the return daily if so required by the grantee. Where aided private works are numerous, they may be grouped together in such numbers that they can be visited by one man daily, and the Collector may appoint a special muharrir on pay of not more than Rs. 15 per mensem for the group.

18. The circle officer should compile a single labour return in the same form for his circle and forward it to the Collector so as to reach him not later than Monday morning. A copy together with the original returns should be sent to the sub-divisional officer. The circle officer should at the same time report as to the matters referred to in rule 14 above and as to the classes of persons employed on the works.

CIVIL WORKS.

19. Civil works should be opened generally in accordance with the provisions of paragraph 84 of the code; but if it be found that only certain classes of persons are employed on private works, it may be necessary to open civil works

irrespective of those provisions. Civil works shall be managed by one of the agencies mentioned in paragraph 122 of the code.

(A).—*First method.*

20. Where civil works are numerous or of considerable size, it will often be found convenient to combine a number of neighbouring works in groups, with a single head quarters camp for each group under the control of an officer in charge.

21. The officer in charge shall ordinarily be a naib tahsildar or officer of similar standing on the regular establishment of the Government. He shall be appointed by the Collector, who, if sufficient men of the class required are not available locally, shall apply to the Commissioner. If the Commissioner is unable to meet the demands of the district officers of the division he shall apply to the Board of Revenue.

22. The organization of labour, enrolment of workers, fixation and measurement of tasks, &c., shall, that *mutatis mutandis*, be carried out on the same principles as on departmental works, as detailed in appendix C, subject to the rules regarding civil works in chapter VI of the code. Wages shall so far as possible be paid daily and the officer in charge must make his own arrangements for the supply of small coin, &c., required.

23. The complete staff of a group of civil works shall ordinarily be as follows:—

Head quarters camp.

				Monthly salary.	
				Rs.	Rs.
One officer in charge	50 to 100.	
One hospital assistant	To be supplied by the medical department with adequate local allowances.	
One compounder	Ditto.	
One brahman cook for the hospital, only to be engaged when there are in-patients	4 to 6	
One camp clerk	25 to 35	
One sub-cashier	15 to 20	
One store-keeper	15	
One muharrir	15 to 20	
Six chaukidars for the stores, treasure chest, &c.	5 to 7	
Two to five peons or harkaras according to necessity	5 to 7	
Two sweepers	annas 2 to 3 per diem.	

On the works.

			Rs.	Rs.
One head muharrir	} for every 500 workers	...	20 to 25	
One gang „		...	15 to 20	
One jamadar for water and conservancy	10 to 12	

NOTE.—All the staff above mentioned will be included in the work establishment.

24. (a) The officer in charge will be given a permanent advance which will be recouped by the sub-divisional officer. The permanent advance should be sufficient for two to three weeks' expenditure according to the distance of the work from the treasury or sub-treasury. But it should invariably be recouped weekly in order that the payments at the treasury or sub-treasury may agree with the weekly return of expenditure.

(b) The officer in charge should submit bills for the recoupment of his permanent advance to the sub-divisional officer in form L-XIII. This will be accompanied by the weekly abstract in duplicate in form D-V and by a copy of the cash book (in form L-XII-A) with sub-vouchers for all items (not being wages) of Rs. 5 and more. The sub-divisional officer will send the bill (after signature) and the accompanying papers to the treasury or sub-treasury officer. The treasury or sub-treasury officer after checking the accuracy of the figures in the several documents will pay the amount shown in the bill and endorse each copy "paid Rs. on form L-XIII, dated .". One of these with the sub-vouchers will be attached to the paid bill and when payment has been made at a sub-treasury will be transmitted to the sadr treasury with the syaka; the other on being

prominently marked duplicate will be returned to the officer in charge for retention on the work.

It is of the utmost importance that there should be no delay in the submission or encashment of bills. For this purpose tahsildars, or in their absence naib tahsildars, are authorized, in urgent cases, to sign the bills in form L-XIII, for payment at the treasury or sub-treasury, immediately reporting their action and forwarding the duplicate of the weekly abstract in form D-V to the sub-divisional officer, by whom it will be returned to the officer in charge.

25. The duty of the gang muharrir shall be to keep up the muster rolls of the gangs in form D-VI and to make the payments of wages to the workers. Where wages are not paid daily, attendance must be recorded daily, but payments should be entered only on the date on which they are actually made. It is necessary that measurements and payments should be up to date at the end of the week, in order that the weekly bill may be promptly submitted, and may contain a record of actuals up to date.

26. The duty of the head muharrir will be to enlist workers, to lay out and to measure up tasks and to exercise general supervision over his section of the work.

27. The duty of the muharrir at the head quarters camp will be to enlist workers, to supervise the water arrangements and conservancy at the camp and to assist the camp clerk in such way as may be required of him.

28. The gang muharrir should take the muster rolls every evening to the officer in charge who should post up his day book in form D-V from them. Where the group of civil works is large, it will be convenient for the gang muharrir to prepare a daily abstract of the work done by and payments made to all the gangs in his charge. For this purpose columns 1 to 13 of form D-V may be utilized. In that case it is only for each muharrir's party and not for each gang that the charge officer's day book in form D-V need show separate figures.

29. The officer in charge should on every Saturday evening furnish the sub-divisional officer with a weekly return in form D-V, and send a copy to the Collector, so as to reach him not later than Monday morning.

A ledger in form D-V for each civil work should be kept up both in the head quarters and sub-divisional offices.

30. There should be a hospital at the central camp and the hospital assistant shall keep up the same registers as in the case of hospitals on public works. All wells should be protected and disinfected as explained in appendix C, and at least two places should be established on each work. Water carts will not ordinarily be required except when there are no wells close to the work or when the workers are scattered over a long stretch of road.

31. Conservancy arrangements will be supervised by the jamadar. Flags should in all cases be set up at the 150 yards range and the jamadar will be primarily responsible that nuisances are not committed. Sweepers will not ordinarily be required on work on a tank.

32. A stock register of tools and plant and other dead stock of a non-perishable nature should be kept up in form L-XI. A separate register showing the receipts and issues of tools and plant on the work should be kept up by the store-keeper in form C-X.

(B).—*Second method.*

33. Where it is not convenient to adopt the above method of managing civil works, as for instance when the works are few in number or scattered over a large area a manager may be appointed for each work on a monthly pay not exceeding Rs. 50. The management may be entrusted to a non-official, or a committee of non-officials, as indicated in paragraph 122 of the code; but they shall observe the same rules and send the same reports and returns as an official manager.

An officer of the standing of a naib tahsildar may be appointed to supervise all the civil works within a certain area. He will require no office and no permanent advance. His supervision will also extend to private aided and unaided works.

34. The Collector may appoint such mistris or muharrirs as may be required on a monthly pay of Rs. 10 to Rs. 20.

35. Funds shall be provided by the method described in rule 24 above.

36. Muster rolls shall be kept up in form D-VI and the manager shall keep up a day book in form D-V. He shall furnish the circle officer every Saturday evening with a weekly return in form D-V. The circle officer shall prepare from this form an abstract for his circle in the same form, giving the weekly totals only and allotting a single line to each civil work. He shall send one copy of this abstract to the Collector so as to reach him not later than Monday morning and shall send a second copy with the original returns to the sub-divisional officer.

37. A ledger in form D-V shall be kept up for each civil work both in the head quarters and sub-divisional offices.

38. A stock register of tools and plant and other dead stock of a non-perishable nature should be kept up in form L-XI and a separate register of receipts and issues of tools and plant on each work shall be maintained.

39. No hospital arrangements need ordinarily be made, but the manager should take the necessary precautions with regard to conservancy and the disinfection of wells.

40. The circle officer shall, except when a special naib tahsildar is appointed for this purpose, be an inspecting officer of all civil works managed on this system and shall send his inspection notes to the sub-divisional officer.

GENERAL.

[VIDE PARAGRAPHS 3 AND 17 OF APPENDIX D.]
LABOUR RETURN FOR PRIVATE WORKS.

Name of {grantee or manager
relief circle

Nature of work

Week: ending Saturday,

[illegible]

FORM D-II.

Form of agreement to be entered into by the grantees of partly recoverable advances.

AN AGREEMENT made the _____ day of _____ 19____ between the Secretary of State for India in Council (hereinafter referred to as the Secretary of State) of the one part: and A. B. son of _____ of (residence) C. D. son of _____ of (residence) and so on (hereinafter referred to as the (grantees) of the other part.

Whereas the Secretary of State considers it expedient to grant a loan to the said grantees in connection with the pending famine operations for the purposes and on the conditions hereinafter appearing.

NOW THIS AGREEMENT WITNESSETH as follows:—

1.—The Secretary of State hereby grants a loan of Rs. _____ to the said grantees for the purpose of (here describe the work to be carried out).

2.—The said grantees shall use and apply the loan solely for the purpose specified in the last preceding clause.

3.—The said grantees shall carry out all directions which the Collector of the district or any other persons duly authorized in this behalf may give to them with respect to (a) the manner in which the work shall be executed, and (b) the periodical returns to be furnished.

4.—The said grantees shall (a) employ local labour, (b) keep the work regularly open, (c) pay the labourers at such periods as the Collector of the district may prescribe.

5.—The said grantees shall complete one-half of the work for which this advance is obtained within the space of _____ after receipt of the first instalment; and shall complete the whole of the said work within the space of _____ after receipt of the second instalment of the said advance.

6.—Balance of the said advance which remains after the said first two instalments have been paid shall be payable to the grantees by the Collector of the district within the space of fourteen days after completion of the work for which the advance is given: provided that the Collector is satisfied (a) that the works have been done in the manner agreed on, (b) that the quantities of work done are substantially the same as the estimated quantities, and (c) that the conditions contained in this agreement on the part of the grantees have been faithfully observed by them.

7.—In the event of a breach by the said grantees of any of the conditions contained in the second and third clauses, the loan shall be deemed to have been misapplied, and all sums which may have been paid to the said A. B. on account of the loan shall thereupon become due and recoverable at once.

8.—If the said grantees duly observing and carrying out all the conditions hereinbefore contained complete the work to the satisfaction of the Collector, the Secretary of State will remit* _____ of the total amount of the loan and hold the said A. B. free and discharged from all liability in respect of the repayment of the same.

9.—When a portion of the loan is remitted under the provisions of the eighth clause the balance, viz., Rs. _____, being _____ of the total amount of the loan, shall be repaid by the said grantees to the Secretary of State with interest at 6½ per cent. per annum. at the place and by the instalments specified below:—

	Place.	Date.	Amount.
1			
2			
3			

* The proportion (one-quarter or one-half, or other proportion as the case may be) should be remitted here.

Provided that the Collector may postpone the dates on which such instalments shall become due at his discretion.

10.—All sums due by the said grantees under this agreement shall be recoverable from them as if they were arrears of land revenue due by the said grantees.

11.—*The said grantees hold themselves jointly and severally responsible for the repayment of the loan according to the conditions hereinbefore contained.

In witness whereof the parties hereto have herunto set their hands the day and year above written.

Signed by Collector on behalf of
Secretary of State.

Witnesses—

Signed by A. B.

[„ C. D., &c.]

NOTE.—This agreement, not being of the nature of a mortgage, will not require to be registered.

* This clause should be struck out when the loan is made to a single person.

FORM D-IV.

(SEE PARAGRAPH 13 OF APPENDIX D.)

MONTHLY LIST OF AIDED PRIVATE WORKS FOR WHICH ADVANCES HAVE BEEN MADE BY THE COLLECTOR.

Tahsil _____, circle _____, Month _____

[To be submitted by the Collector to the Commissioner on the 1st of each month.]

Tahsil.	Number in pro-gramme register of village relief works.	Number in the district register of famine relief works.	Pargana.	Village.	Brief description of work.	Estimate of costs.	Advance made by Collector.	Portion recover-able.	Advance previously sanctioned for relief works in the same village.		Remarks.
									Total.	Portion recover-able.	
1	2	3	4	5	6	7	8	9	10	11	12

Advance given up to date

... ..

[New Form.]

[VIDE PARAGRAPHS 24, 28, 29 AND 37 OF APPENDIX D.]

(d) as ledger of civil works,

[For use on civil works (a) as day book, (b) as weekly return, (c) as weekly voucher or statement of progress.]

Name and number of work _____, village _____, circle _____, price basis _____ sérs per rupee _____

Name and number of work

Estimate sanctioned for

Nature of work-

[illegible]

1. When used as a day book columns 14 to 25 will be left blank, columns 2 to 13 will be totalled for the day.
2. When used as a weekly return columns 2 to 13 will be totalled for the week; weekly totals only will be entered in columns 14 to 25.
3. When used as an abstract or voucher the form will be printed on red paper, and there will be a single entry giving a weekly total in each column. The table printed on the back of the form will also be filled in.
- Serial no. of weekly abstract _____ to _____
Ported from _____
- Signature of manager or officer in charge _____

Signature of manager or officer in charge

Date-

[To be printed on the back of form D-V when used as an abstract or voucher.]

Class.	Number of units on working days during the week.	Wages for working days during the week		Number of units on rest or off-day.		Rest or off-day allowance.		Total.		Fines	
1	2	3	4	5	6	7	8	9	10	11	12
Men ...		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Women ...		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Children...		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Infants in arms ...		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Total		Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	

MUSTER ROLL ON CIVIL WORKS.

Circle_____, tahsil_____, district_____.

1	2	3	4	5	6
Serial number.	Class of worker.	Name.	Residence (name of village should be entered).	Month and year.	Remarks.
				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
Total					

Nature of work.
Price basis sérs per rupee.

[illegible]

The series for each class of workers shall be shown separately in the muster roll.

*In the case of a weakly gang the word "weakly" should be entered before the gang number. Weakly persons in an able-bodied gang, individually tasked under section 104 of the code, should be separately entered at the end.

APPENDIX E.—GRATUITOUS RELIEF.

[SEE CHAPTER VIII OF THE FAMINE CODE.]

NOTE.—Before the distribution of gratuitous relief is started, it is advisable that the Collector should, if possible, assemble the circle officers and tahsildars at the district or tahsil head quarters and instruct them regarding the rules governing this form of relief and the method to be followed in filling up the necessary forms (especially form E-III).

1. The allowances granted to persons on gratuitous relief are laid down in paragraph 140 of the code, and can be calculated from the table appended to chapters VII and VIII. Paragraph 140 prescribes that they shall be distributed at least once a fortnight. They may be made weekly or fortnightly, at the Collector's discretion, but in all cases payments shall be for a period ending on and including a Sunday. When payments are made fortnightly the provision of funds will be facilitated if the relief circles of each tahsil are allocated into two groups which recoup their advances in alternate weeks.

2. The Collector will decide by which of the agencies mentioned in paragraph 141 of the code relief should be distributed. The patwari should be selected as the distributor only when none of the other agencies is available.

In municipalities the vice-chairman or secretary, and in notified areas the president, secretary, or a member will usually take the place of the circle officer, and members of the board or committee the place of patwaris and distributors.

3. The village relief list should be maintained in form E-I. Except in the case noted in rule 8 below, it must always be present in the village. The circle officer should note on the lists cover the date of each visit he pays to the village.

4. A ticket in form E-II should be given to every recipient on admission to relief.

5. All payments should be entered in ink as soon as made in forms E-I and E-II. In the case of E-I the entries should be totalled on any day on which payments are made as soon as payments are completed, and should be vouched for by the signature of the distributor.

Pencil entries on any form are absolutely forbidden.

6. When it is decided to commence distribution of relief (vide paragraph 61 of the code) the Collector should give a permanent advance to each tahsildar under him, which should be not less than the amount required for 17 days' relief for all people on the list at the time, if distribution be made weekly. If distribution be made fortnightly the same amount will suffice if the method of alternate payments, suggested at the end of rule 1, is adopted; and if the number of circles is even; otherwise a proportionate increase must be made in the advance. Out of the permanent advance so received by him the tahsildar will give a permanent advance to each circle officer in his tahsil, who will give the distributors permanent advances sufficient for about ten days' relief (or twenty days' relief, if distribution is made fortnightly). The amount so given should not be treated as a final charge and drawn from the treasury, but should be refunded in full at the close of the famine operations. Only the amounts actually distributed out of the permanent advances by the distributors among the recipients of relief will be recouped at the end of each week (or fortnight). The permanent advances should be so fixed as not to require frequent alterations causing confusion in the accounts. They should be fixed at a round figure, the ten or twenty days' requirements being merely taken as a rough guide. Each distributor should enter all receipts and payments in a cash book in form E-VII.

7. Each recipient shall receive a sum sufficient to maintain him (at the rate which will be fixed by the Collector with regard to the price basis sanctioned by the Commissioner) till and including the next following Sunday (or, if payments are made fortnightly, till the next Sunday on which relief will be distributed in the circle). Persons admitted to relief during the week or fortnight) whether provisionally by the distributor or by the circle officer, should

on admission be given a sum representing the amount due till the Sunday on which the next payments will be made.

8. On the last day of each week (or fortnight, if payments are made fortnightly), the circle officer will be present at a central town or village, convenient centres being fixed by the sub-divisional officer, where he will be met by the patwaris of his circle who will bring with them the village lists in form E-I. He will there be supplied by the tahsildar from the latter's permanent advance with a sum sufficient (a) to recoup his permanent advance by the amount distributed to the patwaris on the previous day of distribution and (b) to increase his permanent advance when newcomers have been added to the list. The patwaris will then submit to him abstracts in form E-III in duplicate. The circle officer, having checked the abstracts arithmetically and by comparison with the village lists bearing the signature of the distributors, will pay to the patwaris the amount shown as expended in column 6 together with any extra amounts that may be necessary to make the distributors' permanent advances sufficient for ten or twenty days' relief (as the case may be). If possible the money should be distributed under the supervision of an officer of superior rank, such as a tahsildar or naib-tahsildar. The amounts so paid will be entered in the last column of the abstract under the signature of the circle officer, the amount required to recoup the distributors' permanent advance and the extra amount paid to increase that advance so as to make it sufficient for ten or twenty days' relief being shown separately. The extra amount paid to increase the permanent advances of the distributors should be treated as an addition to the permanent advances held by them and not as a final charge. If the circle officer estimates that he will not have sufficient money to pay the patwaris after he has recouped his previous week's or fortnight's advance he should draw an increase of permanent advance from the tahsildar. All amounts thus drawn should be in round figures. He should note in the last column of the consolidated abstract mentioned in rule 12 the balance, if any, remaining with him after all payments have been made.

9. One copy of the patwari's abstract duly signed and marked prominently "duplicate" should after the last two columns have been filled in, be sent to the distributor so as to be available at times of inspection.

10. On return to his village the patwari (unless he is himself the distributor) will make over the money he has received to the distributor or distributors who will at once pay their week's (or fortnight's) doles to the recipients. The patwari shall enter all receipts and payments in a cash book in form E-VII.

11. The circle officer will maintain a register with columns corresponding to those in form E-III for his circle in which the population and other necessary details of each village should be noted. At least one page will be devoted to each village. Entries will be made from the patwaris' abstracts, which will then be attached in original to the copy of the circle officer's consolidated abstract, submitted to the sub-divisional officer or the officer who recoups his permanent advance (vide rule 12), and may be destroyed by that officer after check.

At the end of the circle officer's register a few blank pages may be utilized to consolidate the figures given in the patwari's abstracts and to work out the total for the circle.

12. The circle officer will prepare—

- (1) a consolidated return for his whole circle showing the numbers relieved on the last day of the week (or fortnight, if payments are made fortnightly), submitting it to the Collector so as to reach him not later than Monday morning,
- (2) a consolidated abstract in form E-III for his circle, despatching it at once to the sub-divisional officer or the officer who recoups his permanent advance, attaching thereto the originals of the patwari's abstracts (vide rule 11), and
- (3) a cash book in form L-XIIA.

13. The sub-divisional officer will maintain with his own hand a register similar to that prescribed for circle officers, but the details entered in it will be for circles instead of for villages: the population also of each circle should be noted. The entries in the register will be made from the consolidated abstracts furnished under rule 12. As soon as he has posted his weekly accounts he will make out a bill in form L-XIII in order to recoup the tahsildar's permanent advance. He will endorse on each circle abstract a serial number as well as the date of the abstract bill on which the amount was drawn, and attach it to the bill (L-XIII) submitted to the treasury or sub-treasury for payment. The sub-divisional officer should certify on the circle abstract that it is a correct summary of the patwaris' abstracts, destroyed after check.

14. It is of the utmost importance that there should be no delay in the submission or encashment of bills. For this purpose tahsildars, or in their absence naib-tahsildars, are authorized, in urgent cases, to make out bills in form L-XIII for payment at the sub-treasury, immediately reporting their action and forwarding the abstracts to the sub-divisional officer for entry in his register and return to the tahsildar.

15. A register should be kept up in form E-IV (or a corresponding form) where action is taken under paragraph 144 of the code. Although relief to *parda-nashin* spinners, &c., is treated as gratuitous relief, the accounts should be kept separately, separate permanent advances being given and abstracts for recoupment submitted in form E-V. The advance should be recouped on the same date as in the case of village relief. The treasury receipt in support of the entry in the last column "receipts" of the weekly abstract in form E-V should be furnished with the account.

CASUAL RELIEF.

16. Full detail should be given by the patwaris on the back of form E-III of all expenditure incurred on relief under paragraphs 142 and 146 of the code and on the relief of persons admitted to the list during the week by the circle officer. Attention should be directed at once to circles in which casual relief is other than a negligible amount.

RELIEF THROUGH THE POLICE.

17. Officers in charge of police stations should report weekly to the superintendent of police the names and residences of all men, women and children relieved under paragraph 48 of the code and the cost of the relief.

18. The superintendent of police should submit weekly to the Collector so as to reach him not later than Monday morning, an abstract in form E-VI showing the total numbers relieved under paragraph 48 of the code and the cost of the relief. The cost so incurred will be recouped by the Collector on a bill in form L-XIII.

VILLAGE INSPECTION.

19. Inspecting officers should see—

- (1) that the numbers relieved are correctly recorded in the village list; and
- (2) that the amounts actually distributed in the village agree with the sanctioned scale of allowances.

The following procedure will secure a thorough inspection:—

- (a) muster the paupers (other than *parda-nashin* women), comparing their relief tickets with the village list, and testing the entries in them by personal inquiry. Paupers whose names have been struck off the list should also be seen and their tickets compared with the entries in form E-I;
- (b) see that the entries are in ink, that the columns have been duly totalled, and that a line has been drawn through the blank payment columns when relief has been discontinued;

- (c) see that the correct price basis has been used, and test the arithmetic of a certain number of entries;
- (d) compare the amounts shown in the village lists with the amounts received weekly, the latter information being obtained from the copy of the abstract returned to the distributor;
- (e) verify the cash balance with the distributor;
- (f) inspect the distributor's cash book; and compare the number and dates of payments in forms E-I and E-II.

STATE KITCHENS.

20. If the Local Government directs, under the provision of paragraph 140 of the code, that the distribution of gratuitous relief in any relief circle shall be in the form of uncooked food or cooked food at state kitchens, the procedure detailed in appendix F shall be followed as far as possible, the kitchen being managed on the same lines as a poorhouse. There will however be no necessity for residential quarters or for the employment of the full staff of the poorhouse. The superintendent of a kitchen shall keep up the same registers and submit the same returns as the superintendent of a poorhouse and shall be kept in funds in the same way.

21. It will be the duty of the circle officer regularly to inspect the kitchens in his circle, surprise visits being paid as far as possible, especially at the time when the uncooked food is being served out or the cooked food distributed; members of relief committees and other respectable persons residing in the circle should be encouraged to visit civil kitchens and record their impressions in an inspection book, which should be kept by the superintendent.

FORM E-I.

[VIDE PARAGRAPHS 3 AND 5 OF APPENDIX E.]

VILLAGE GRATUITOUS RELIEF LIST.

Village_____

Class of dependant.	Serial number in class.	Name, parentage, and caste.	Date of admission.	Signature of admitting officer.	Payments for $\frac{\text{weeks}}{\text{fortnights}}$ ending Sunday, the														Date of removal from the list.	Signature of officer removing.
					6	7	8	9	10	11	12	13	14	15	16	17	18	19		
1	2	3	4	5														21	22	

Notes.—(a) The list should be in book form.
(b) The recipients should be grouped by classes according to the allowances they receive, a separate series of numbers being allotted to each class.
(c) When a name is removed from the list, the officer removing should draw a line, through the blank payment columns.
(d) The columns should be totalled on any day on which payments are made. All entries should be in ink. When the week's payments are completed, the distributor should sign the column.

FORM E-II.

[VIDE PARAGRAPH 139 OF THE CODE AND PARAGRAPHS 4 AND 5 OF APPENDIX E.]

RELIEF TICKET.

Name_____class,_____number in village list_____
(Signature of person granting relief.)

For $\frac{\text{week}}{\text{fortnight}}$ ending.	Amount distributed.	Signature of distributor and date.	Date of admission to relief.
1	2	3	4

[VIDE PARAGRAPHS 8, 11, 12 AND 16 OF APPENDIX E.]
WEEKLY ABSTRACT OF GRATUITOUS VILLAGE RELIEF.
FOURTEENTH

Price basis—sols per rupee.

SERIAL NO. OF ABSTRACT.

Name of patwari

For the week ending Sunday the _____.

Village. Name of circle.	Advance in hand at beginning of week.	Number of regular recipients.						Total cost of regular recipients.	Total cost of other relief (see back of form).	Grand total cost.	Balance of advance in hand.	Amount paid on this abstract.	
		Class E men.	Class F. wom. incl.	Class G.	Class H.	Class I.	To reconp permanent advance.					To increase or decrease permanent advance.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

NOTE 1.—The amount to be entered in the column allotted to "other relief" is that paid to persons newly admitted to the list during the week, to persons provisionally relieved by the distribution of relief, and to persons who have been provisionally relieved by the distribution of relief, and to persons who have been provisionally relieved by the distribution of relief.

NOTE 2.—The amount entered in the column headed "grand total cost" should be entered in the column "to recon permanent advance." The amount required in excess of this amount should be entered in the column "to recon permanent advance." In case a smaller amount than the grand total cost is required, the difference between the amount entered in the column "to recon permanent advance" and the amount required should be entered in the column headed "to increase or decrease permanent advance," the words "increase or" being scored out.

Signature of patwari
cirolo officer.

Date .

[Note.—This form should be printed on blue paper.]

Details of other relief.

[illegible]

(169)

FORM E-IV.

[VIDE PARAGRAPH 15 OF APPENDIX E.]

REGISTER OF RELIEF GIVEN TO *PARDA-NASHIN* SPINNERS TO WHOM
COTTON IS GIVEN TO SPIN, THE THREAD PRODUCED BEING SOLD.

Village or muballa, _____, tahsil _____

Date.	Name of person.	Quantity of cotton given.	Price of cotton.	Amount of wages paid.	Quantity of thread returned.	Quantity of thread sold.	Amount realized.	Balance of thread in stock.	Date of credit of sale proceeds of thread into treasury.	Remarks about wastage (if any).
1	2	3	4	5	6	7	8	9	10	11
			Rs. n. p.	Rs. a. p.			Rs. a. p.			

FORM E-V.

[VIDE PARAGRAPH 15 OF APPENDIX E.]

WEEKLY ABSTRACT OF RELIEF UNDER PARAGRAPH 144 OF THE CODE.

For the week ending _____ Date of last bill _____

Name of patwari _____ Date of last bill _____
circle officer

Name of village circle.	Numbers relieved.				Cost of relief.			Rate of relief given.	Receipts.		
	Men.	Women.	Children.	Total.							
1	2	3	4	5	6	7	8				
					Rs. a. p.	Rs. a. p.	Rs. a. p.				

NOTE.—Any receipts should be credited with the weekly bill.

[This abstract should be printed on terra cotta paper.]

FORM E-VI.

[VIDE PARAGRAPH 18 OF APPENDIX E.]

WEEKLY ABSTRACT OF RELIEF BY THE POLICE.

Date or dates for which relief was given.	Numbers relieved.						Cost of relief.	
	Men.	Women.	Children.					Total.
			Class F.	Class G.	Class H.	Class I.		
1	2	3	4	5	6	7	8	9
								Rs. a. p.

NOTE.—This abstract should be printed on orange paper.

Signature of superintendent of police _____

Date _____

FORM E-VII.

[VIDE PARAGRAPHS 6 AND 10 OF APPENDIX E.]

**CASH BOOK FOR THE USE OF PATWARIS AND DISTRIBUTORS OF
GRATUITOUS RELIEF.**

Receipts.				Payments.			
Date.	On what account.	Reference to voucher.	Amount.	Date.	To whom and on what account.	Amount.	Signature of recipient.
1	2	3	4	5	6	7	8

NOTE 1.—Columns 3 and 8 will be left blank by distributors.

2.—Totals will be added and balance struck at the foot of the day's accounts on all days on which money is received or payments made.

APPENDIX F.—POORHOUSES.

1.—Site.—The poorhouse should, if possible, be in a grove on tolerably high land about one mile from the head quarters of the sub-division.

2.—Buildings.—The enclosure wall should preferably be made of mud. Its repair will ordinarily afford employment to the inmates. If it is necessary to use grass or hurdle screens as walls, they should be mud-washed as a precaution against fire. There should be at least two main exits from the poorhouse not less than eight feet wide; and no thatched or inflammable roof or material should be employed in any structure within 50 feet on either section of the exits. A number of ghazas filled with water should be kept ready against fire.

3.—The shelter may consist of long sheds, running along the enclosure wall, or of separate huts. Huts are somewhat more expensive than sheds, but are cleaner, safer, and more convenient. A few huts should be isolated by a bamboo fence to contain new arrivals under observation. The cook-house, clerk's residence, store-room and office should have walls of unbaked bricks and a tiled roof. A small hut for the peons should be erected in a central spot, from which the gates and the interior of the poorhouse should be visible. Open sheds should be constructed in front of the huts or shed for feeding or working, as may be required. There should be a thickly thatched hut for storing water.

4.—A hospital shed, with accommodation for the medical officer in charge of the poorhouse, should be constructed at a moderate distance from the sheds occupied by the paupers on a site to be selected by the district medical officer or some medical officer deputed by him. Separate huts for the reception of infectious diseases should be constructed at sufficient distance from the poorhouse to secure a complete isolation. Their construction should on no account be deferred until the actual appearance of epidemic disease. Both the hospital and the segregation huts should have their own separate latrine. A small latrine should also be erected for the staff.

An exemplar plan for the construction of a poorhouse to accommodate 500 inmates will be found at the end of this appendix but when the poorhouse is first constructed accommodation should only be provided for such numbers as appear reasonable, having regard to the numbers that were admitted to the poorhouse during previous famines.

5.—Reception of applicants.—A peon should always remain on duty to direct applicants to the enclosure reserved for their reception. If necessary, some official with a supply of cooked food should be present at all hours of the day.

6.—Food.—The food should be distributed twice a day, unless the district medical officer, with the sanction of the Collector, direct that only one meal a day be given. If necessary, a stock of food can be stored, but ordinarily it will be sufficient to contract with a merchant to provide the daily requirements. The flour should be carefully weighed out for cooking, and a definite ration fixed by experiment between the weight of the raw and the cooked food, and the latter should be tasted constantly by weightment by the superintendent and the visitors, who should also see that the food is thoroughly cooked and is served in as palatable a state as possible. The pulao should contain a certain quantity of pepper and spices, according to local custom. The cooking operations take time and the earlier cooked *chapatis* are therefore cold and heavy; the later cooked and warm rations should be issued to the very old and toothless, and the earlier to the more robust. Care should be taken that the flour is of the very best quality, as the presence of husk or any foreign matter may give rise to bowel diseases. It will often happen that the people on first arrival are too weak and exhausted to be able to digest flour *chapatis*, and it is then better to give them boiled rice and *dal* for the first few days, until their digestions have improved. This is specially the case with children and old people, who often contract diarrhoea if given a solid ration on arrival. The soup known as *dalia*, which is made by mixing one *sér* of flour with

five *sērs* of water and one *chhatak* of salt, the mixture being boiled down to about four *sērs*, is a refreshing diet, not too heavy to endanger constitutions weakened by starvation.

Inmates will ordinarily receive the diet noted in the following table; but the district medical officer may alter it with the sanction of the Collector.

Scale of diet for inmates of poorhouse.

Articles.	Men.	Women and children above 10 years.	Children from 7 to 10.	Children from 1 to 7.	Milk diet.	Spoon diet.	Remarks.
1	2	3	4	5	6	7	8
	Ch.	Ch.	Ch.	Ch.	Srs, ch.	Ch.	
Ata ...	10	8		3½			
or							
{ Ata ...	6	8	6	3½			
{ and							
{ Rice ...	4			
Dal ...	2	2	1	½			
Milk	1 ¼	12	
Sugar	0 1	1	
Mustard oil ...	¼	¼	½	⅞			
or							
Ghi ...	¼	¼	¼	¼			
Salt ...	½*	½*	⅓	⅓	* or 150 grains..
Spices ...	½†	½†	† or 30 "
Vegetables ...	3	3	2	1			
Fuel ...	12	12		5	0 8 ^{od}	8	
Rice	4	
or							
Sago		
or							
Arrowroot	2	

7.—The inmates should be arranged in rows in the feeding sheds in their own enclosures, and the number of rations required for each enclosure should, after being counted by an official at the cook-room door, be taken to them and distributed. A plate or pot should be given to each inmate in which to receive the liquid portion of the meal. They should be supervised while eating their meal, and not allowed to get up till it is eaten, or to give any away.

8.—Children about the same size (not necessarily age) should be fed in gangs, and the ration assigned accordingly. Special care should be taken to see that the children are not deprived of any part of their meal, and that they do not save any part of it for their parents.

9.—Water-supply.—Drinking water should invariably be drawn from a well outside the poorhouse. The well should be carefully preserved from contamination, and no one allowed to draw water from it except the staff appointed for this purpose, who should be of appropriate caste. If possible, a second well should be reserved for drinking purposes and kept closed until required. Empty kerosine tins or iron *dols* should be kept stored and cleaned frequently so as to be ready in case an epidemic breaks out and it becomes necessary to get water from a distant well. The water required for use during the day should be stored in *matkas* (earthen jars).

or in *dols* (iron vessels) in the water-house, whence it should be supplied by means of a *piao*, with a metal channel or pipe, to persons requiring it. No person except the water-carrier in charge should be admitted to the water-house.

10.—A separate well should be kept for bathing and washing clothes at some distance from the poorhouse and the drinking well. It should have a trough or bath, to which the paupers should be marched in detachments to bath, as often as is thought good, with reference to the climate and time of the year. Another trough should be used for washing clothes in.

11.—Medical.—The medical subordinate in charge should be well acquainted with the symptoms of relapsing fever. The occurrence of a relapse in fever after a remission of a week should excite suspicion. The fourteenth day after the commencement of a primary attack followed by a remission is the one upon which the relapse is most likely to occur. Should such a case occur it is desirable to isolate the patient. The gums of all inmates should be examined in case of scurvy. The issue of a ration of vegetables twice a week is very desirable. In the absence of vegetables, *amchur*, fleshy calyx of *patina* or fresh limes should be given.

12.—Sanitary arrangements.—Two night latrines with earthen or iron receptacles should be provided inside the enclosure. Other latrines are best provided on the trench system with a movable screen. They must be at a sufficient distance, but not too far away. Many of the inmates of the poorhouses will be friendless, very old, blind and lame; and a boy or able-bodied individual should, if possible, be told off to help any such person to the latrine, &c.

13.—Every inmate should be provided with a piece of *chattai* to sleep on over the grass or straw in the hut, and he should be made to bring it out every morning, as soon as the sun is well up, and expose it to the sun on both sides for an hour. The grass and straw should similarly be removed, shaken up and exposed to the sun twice a week. The issue of blankets will nearly always be necessary. In the absence of these, stout "gunny" cloth is better than nothing.

14.—If cholera or other epidemic disease breaks out, the following procedure should be adopted:—

- (1) The water-supply should be at once changed, the former source of supply being effectually closed. The new wells should be disinfected with permanganate of potash before being brought into use.
- (2) All food (except grain actually stored in the poorhouse at the time of the occurrence of the outbreak) should be destroyed.
- (3) Six inches of earth should be removed from the floor of the barracks. If the roof be thatch, it should be burnt.
- (4) The trenches in use should be filled up, the grass screens burnt, and a new latrine erected on an entirely new site.
- (5) All drains should be washed down with a solution of perchloride of mercury (1 in 1,000) and hydrochloric acid.
- (6) If there is overcrowding, the inmates of the least infected barracks should be separated into small gangs; and any gangs remaining free from disease after five days should be drafted off to a suitable locality, after bathing and having their clothes thoroughly disinfected.

15.—The paid establishment of a poorhouse should ordinarily consist of—

				Maximum and minimum pay per mensem.	
				Rs.	Rs.
A superintendent	25 to 50
A hospital assistant
An accountant	20 to 30
A gatekeeper...	4 to 6
Brahman cooks	4 to 6
Water-carriers	3 to 5 (if outsiders).
Sweepers and scavengers	3 to 5 (")
Overseers	1 to 2 (plus food).
Peons	4 to 6 (if outsiders).

The number of persons of each of the last five classes whom it will be necessary to employ will vary with the number of inmates, as detailed in the following rules; but the numbers mentioned are intended as a guide and not as an absolute limit. If there is a sudden fall in the number of inmates, the extra staff need not be immediately dismissed, but provision should be allowed for a possible rise in the numbers. When the poorhouse is not in the neighbourhood of a dispensary the hospital assistant can sometimes (except in the case of very large poorhouse) be appointed superintendent. When a poorhouse is in the neighbourhood of a dispensary there will be no need for a hospital assistant, but a superintendent will be required.

NOTE.—Monitors should, where possible, be appointed from the inmates, some extra grain up to ½ lb. per diem (½ sér) being given as remuneration.

16.—Superintendent.—The superintendent will be the immediate subordinate of the sub-divisional officer. He should be acquainted with English and the vernacular. His duty is general supervision, including the maintenance of discipline and the enforcement of sanitary regulations. In particular he should—

- (a) attend at the admission enclosure morning and evening at fixed hours; dispose of applicants, and see that they are duly registered in form F-I and brought upon the nominal roll, form F-II;
- (b) see that only those persons are allowed to remain in the poorhouse after their immediate necessities have been relieved who—
 - (i) are temporarily unfit to labour, owing to physical debility or illness; or
 - (ii) are permanently unfit to labour, but cannot, owing to distance, physical condition or other reason, be conveniently sent to their homes and brought on the gratuitous village relief list;
- (c) see that all other persons, after receiving one or more meals as circumstances may require, are directed to proceed to the nearest relief work, or, if necessary, drafted there in charge of a peon, as laid down in paragraph 151 (b) of this code;
- (d) see that all persons who can be conveniently brought on the gratuitous relief lists are sent to their homes and their names reported to the sub-divisional or circle officer for orders;
- (e) examine the grain received from the contractor, test its quantity and quality, and enter it in the diet register in form F-III. If a stock of food is stored the stock register in form F-IV must also be kept up, and the superintendent must see that the food is securely stored under a good lock or sufficient guard;
- (f) attend at feeding time, and see that the food is correct in amount and well cooked;
- (g) muster the establishment daily, record their attendance in a register, see that they do their duties, and that all forms and registers are properly kept up;
- (h) see that the inmates are duly organized into gangs and parties, given suitable work, and do it;
- (i) daily inspect the sleeping quarters after they have been swept, and the latrines after they have been cleaned morning and evening;
- (j) pay special attention to the water-supply and satisfy himself daily that it is pure.

17.—Medical officer.—The medical officer will be responsible that all the requirements of a hospital are provided, and that the sheds are dry and ventilated. He should send in to the superintendent a daily return showing the number of sick in hospital, the daily admissions, discharges, and deaths, and the number of rations and the quantity of extra food required for his patients. He should also keep up a nominal register of all admissions, their diseases and history. He should constantly inspect the inmates of the poorhouse, to see if they are improving or the reverse; and give outdoor treatment to those in need of it, not forcing them to enter the

hospital unless this is absolutely necessary; for those who are specially emaciated he should prescribe special diet, such as milk or *ghi*, &c. He should report at once to the superintendent or the civil relief officer any insufficiency or badness of the food. He should also report to the superintendent if he thinks that in any case the work exacted is too severe for any of the inmates. The accounts of the poorhouse hospital should be kept entirely distinct from all other accounts, as the expenditure, including the cost of the diet of hospital patients is not chargeable to famine relief. The district medical officer will be responsible for the supply of all medical stores and for the provision of the necessary funds for his contingent expenditure to the hospital assistant, who should be given a permanent advance as provided by paragraph 218 of the code. Diet and attendance registers shall be kept up for the poorhouse hospital. These registers may be in forms F-II and F-III unless the district medical officer otherwise directs.

18.—The accountant.—The accountant should always be a member of the tahsildar's permanent establishment. He should keep up the returns and registers of which the forms are given below. He should also provide supplies on indents furnished to him by the superintendent and medical officer, and keep an account of receipt and issue of stores and food.

19.—Cooks.—The number of cooks will vary from 1 to 2 per cent. according to the food to be cooked and the physical state of the poorhouse inmates; for where the latter are very feeble, more cooks will be required to carry and distribute the cooked food than where there are able-bodied inmates who can be so employed. They must be Brahmans; and, as a rule, they should not be selected from among the inmates. They will be liable to fines for misconduct, or to stoppage of pay for short delivery of rations.

20.—As the rations are given out to the messes by their own cooks, the responsibility is limited to them; and should any deficit exist, it should at once be made good by a minor indent on the storekeeper, the cost being recovered from the pay of the cooks concerned.

21.—Water-carriers.—Water-carriers (women for choice) should be selected from among the appropriate castes and from the inmates if possible. If inmates are not willing to do this work for an extra $\frac{1}{2}$ lb. of flour per diem, outsiders should be employed. Every morning and evening they should fill up the filter pots in the sleeping quarters and feeding enclosures, and supply the cook-room. The number may vary from 1 to 2 per 100 inmates.

22.—Sweepers.—Sweepers will generally have to be employed from among outsiders. They should receive Re. 1 per mensem in addition to their food. Every morning, on return from latrines, they should sweep up the whole area of the poorhouse under the superintendence of a warder; after meals all rubbish collected should be deposited outside the enclosure in some selected spot, from which it will be removed by the scavengers. The number may vary from 1 to 2 per 100 inmates.

23.—Scavengers.—Scavengers will generally have to be employed from among outsiders. At 5 a.m. they should remove the *chatties* and clear out the latrines, and in the evening they should replace the night *chatties* and again cleanse the latrines, and fill up the latrine waterpots. During the day they should remove the sweepings from the enclosure, and dig pits for the reception of night-soil. They should receive Re. 1 per mensem in addition to their food. The number may vary from 1 to 2 per 100 inmates.

24.—The overseer.—The overseer should keep the nominal register of the inmates. If those number more than 150, a second overseer should be appointed. He should ordinarily be a respectable, literate inhabitant of the tahsil, of good caste. He should be given one or two rupees a month plus half as much again as the daily ration, which may be given uncooked. He should marshal the

inmates in the morning to the early meal, take the roll-call, and give a slip to the accountant in the following form :—

Attendance _____ morning _____ of _____

Name of gangsmen.	Men.	Women.	Children.				Total.	Total number of lbs. grain.
			F	G	H	I		

During the day he should supervise the work of the gangs either generally or of any particular set of gangs as the superintendent may direct. In the evening he should again marshal the inmates to the evening meal, take the roll-call and give a slip to the accountant in the same form as in the morning.

25.—Peons will be required in the proportion of one for the superintendent and one for the hospital, and an additional peon for every 200 paupers over 300.

26.—Gatekeeper.—One gatekeeper should always be on duty to receive applicants admitted or persons brought to the poorhouse and to direct them to the medical officer's quarters.

27.—Organization.—There should be a gangman or monitor to each enclosure a female being appointed to the female enclosure. These persons will be responsible for the discipline of all the residents in their enclosure at night, when at work, or when eating. If the numbers in an enclosure are small, persons of good caste may be allowed to sit a little apart in working and eating from the other members of the gang, and may have a portion of the shed walled off for them. If no gangman or monitor can be found among the inmates, an outsider should be employed on a ration of 1½ lbs. of grain, which may be given uncooked.

28.—At 5 a.m. or other hour indicated by the time of year all inmates in the poorhouse should be turned out to the latrines by the warders on duty; they will then be escorted by the warders to the place set apart for ablution; at 8 a.m. they should return, and at 8.45 the first drum should be beaten; they should then fall in by messes in the feeding enclosure to receive food; the sweepers should afterwards sweep up the camp enclosure, and the water-carriers should fill up the filters and supply the cook-room; those whose turn it is to wash clothing should go in charge of a warder to the place set apart for this purpose. All inmates should return at 4 p.m. At 4.30 p.m. the first drum for the evening meal should be beaten; after this the enclosure should be swept up; at 6 p.m. the inmates should fall in by messes for roll-call, and then be sent to the sleeping quarters.

29.—Eating utensils.—Eating vessels should be supplied to messes on the indent of the overseer, countersigned by the superintendent. When any member of a mess leaves, the vessels should be returned, a receipt for them being taken by the overseer; those that are in use should be in the charge of the mess cooks. After the evening meal they should be placed in a shed set apart for them and the mess cooking-pots. This shed should be locked by the accountant and be under suitable guard at night. The eating vessels of each mess should be kept in strong baskets provided for the purpose. If any vessel is missing at meal time, the overseer should report the fact to the superintendent, and after each meal he should personally see that the mess cooks get back the proper number.

30.—Issue of cooked rations.—The cooks should be furnished with tin measures holding, respectively, the rations of rice and condiment soup; the food should be carried in a large open basket by one or two of the gang, and the male cook should serve it out.

31.—Work.—Work should be of a light description, such as supplying water, sweeping enclosures, repairing fences or huts, rope-making, spinning, stone-breaking, basket-making, &c. Rice cleaning or grinding is suitable work for women of respectable castes; two women in good health should easily grind 30 sérs of grain.

a day, or enough for 60 adults; but if they are enfeebled, two relays of two women each should be allowed for each mill. Receipts on account of sale proceeds of articles made in the poorhouse should be credited direct into the treasury. They should be shown on both sides of the cash book (form L-XII A) of the superintendent of the poorhouse, and the entries should be supported by the treasury receipts in original.

32.—Doolies.—A couple of blanket doolies should be ready at the quarters of the superintendent to remove the sick to hospital. In ordinary cases of sickness some of the inmates should be made to carry them if unable to walk; but in cases of cholera or small-pox it will be necessary to send for the hospital doolie-bearers or *chamars*.

33.—Burials.—The sweepers attached to the poorhouse will remove and dispose of corpses, unless the deceased has friends who are willing to perform the funeral rites of his caste. The usual fees for cremation or burial should be paid.

34.—A diet register should be kept in form F-III in which will be entered the quantity of food purchased daily from the contractor. If however a stock of food, beyond the daily requirements, is stored, a food stock register must also be kept up in form F-IV. These registers should never be kept by the same person, if this can be avoided.

35.—A dead stock register for all articles that are not perishable should be kept in form L-XI.

36.—The superintendent should be given a permanent advance, sufficient for a fortnight's requirements. He should enter all receipts and payments in a cash book.

NOTE.—The hospital accounts should be kept on separate forms, but otherwise in the same way.

37.—The superintendent should submit on the last day of every week to the sub-divisional officer two copies of the weekly abstract in form F-V, and one copy of the cash book with a sub-voucher for every contingent item of Rs. 5 or over. The sub-divisional officer will recoup the permanent advance of the superintendent out of his own as laid down in paragraph 237 of the famine code, or order the bill to be paid at the sub-treasury if the procedure described in paragraph 238 of the famine code has been introduced. Before the amount is paid, the sub-treasury officer will check the accuracy of the figures in the several documents and endorse on each copy of the weekly abstract "Paid Rs. in recoupment of the superintendent's permanent advance." One copy of the weekly abstract will be retained by the superintendent, so as to be available at times of inspection, and the other with the copy of the cash book and the sub-vouchers will be forwarded by the sub-treasury officer to the Collector to be entered in the contingent register.

38.—The superintendent shall submit every week to the Collector, so as to reach him not later than Monday morning, a return of the number of persons relieved on the last day of the week. He should also submit every Saturday a weekly return in form F-V to the sub-divisional officer, who will forward it to the Collector.

39.—A ledger should be kept in form F-V both at the head quarters and sub-divisional office.

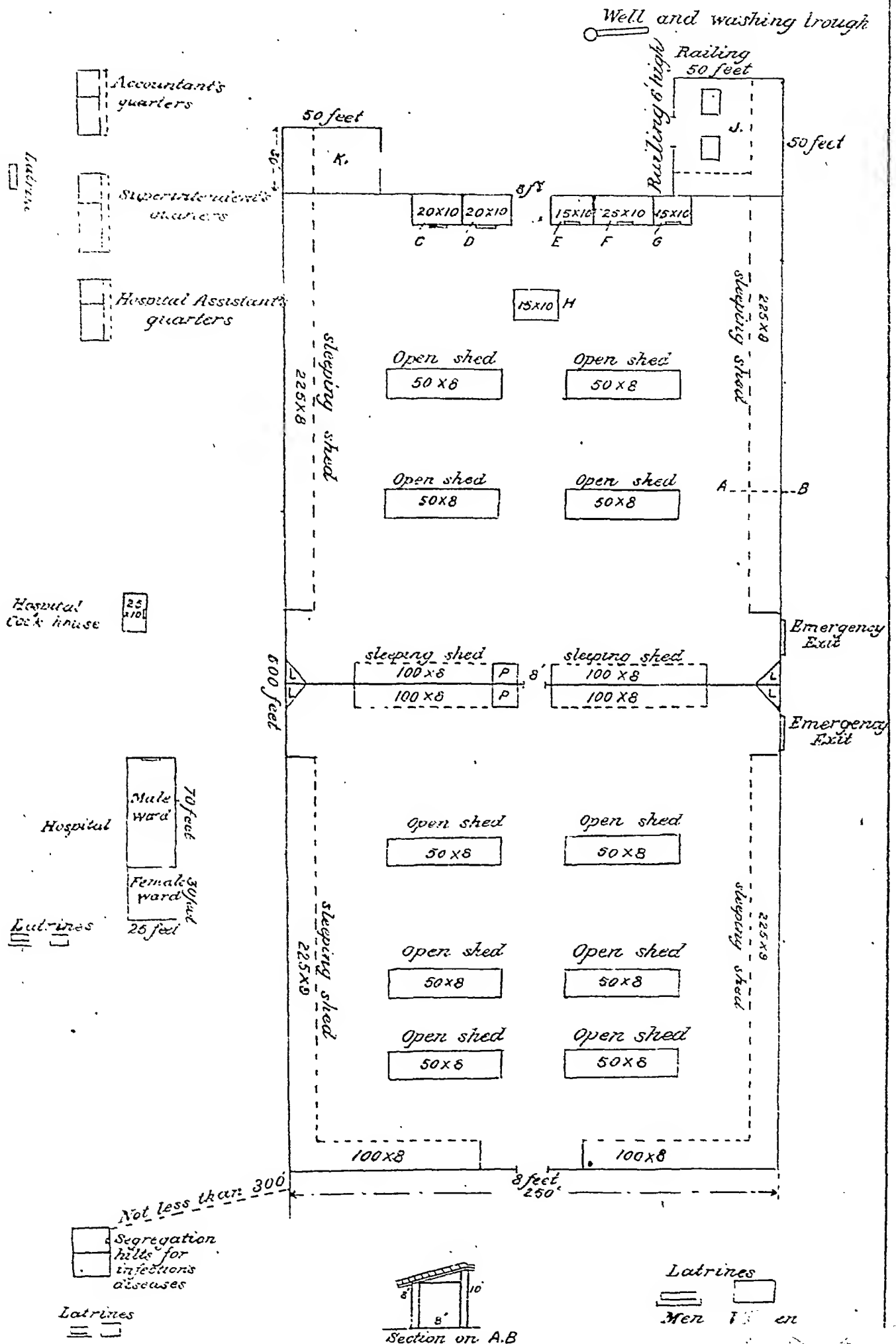
40.—Inspecting officers should pay special attention to the discipline and sanitation of the poorhouse, seeing that all persons able to do some work are given work. They should also—

- (a) check the attendance by the nominal roll and admission register, comparing the two; see that the departure of an inmate is properly recorded, and that the word "*kharif*" is written across the blank columns of the nominal roll;
- (b) check the diet register by the nominal roll; see that both are totalled daily, and that all entries are made in ink;

- (c) examine the stock register, counting the stores in hand and comparing issues with the corresponding entries in the diet register ;
- (d) see that the price charged for the stores is fair ;
- (e) check the cash book, and see that the entries agree with the advice received from the treasury ;
- (f) muster the establishment; see that they have received their wages, and that their numbers are not excessive ;
- (g) enquire into any unusual contingent expenditure ;
- (h) specially enquire into cases of persons on special diet and see that they get it ;
- (i) see that the inmates feed in messes, and know their rations ;
- (j) check the dead stock register ;
- (k) note the expenditure per head relieved (a) for diet only, (b) for total expenditure ;
- (l) see that no persons are being retained in the poorhouse who should be drafted to relief works, or to their homes for inclusion in the gratuitous relief lists.

41.—Members of relief committees and other respectable persons residing in the circle should be encouraged to visit poorhouses and record their impressions in an inspection book, which should be kept by the superintendent.

EXEMPLAR PLAN OF POORHOUSE



ADMISSION REGISTER.

[illegible]

All entries should be made in ink.

NOTES.—In the case of an immigrant from a native state the name of the state should be entered in red ink across columns 7 to 9. One series of numbers in column 2 for the whole period during which the poorhouse is open should ordinarily be adopted.

NOMINAL ROLL.

[VIDE PARAGRAPH 16 OF APPENDIX F.]

[illegible]

NOTES.—(1) The serial number of the admission register should be repeated in the column "serial number" and no fresh serial number need be given. (2) Separate pages should be allotted for each class of inmates. All entries should be made in ink. The column should be totalled daily.

Contact by signs as follows:		Absent		Absent at morning, but present at evening meal		Absent at both meals	
Present at both meals	" " morning but absent evening meal	×	○	×	○	×	○
Present at both meals	" " morning but absent evening meal	×	○	×	○	×	○

For those in hospital the letter H should be used.

(4) When a name is struck off, the word "*Kharij*" should be entered in ink across the blank columns: and the date of removal should be written in full.

FORM: F-V.

[VIDE PARAGRAPHS 37, 38 AND 39 OF APPENDIX E.]

... be used as a weekly return of nonpayment relief. (b) as a weekly abstract, (c) as a poorhouse rolloff ledger.].

Name of your house _____, village _____, circle _____.

[illegible]

NOTES—1. Each week will be considered to end on Saturday.

1. Each week will be considered to end on Saturday.
2. Column 14 of the weekly return should refer to the general health of the inmates. The line for totals will be required only in the weekly return.
3. When the form is used as a weekly abstract, it will be printed on green paper, column 9 to 13 will be left blank, and the details on the back of the form will be filled in. The date of the last bill drawn should be mentioned, and the expenditure in columns 7 and 8 should exclude establishment charges, except monthly establishment.

Signature.

[To be printed on back of form 13-V when used as a weekly abstract.]

[illegible]

APPENDIX H.—STATE ORPHANAGES.

1.—Orphans, who are not provided for in their villages, will be supported either in state orphanages or in poorhouses. In the latter case the orphans should be kept separate from the other inmates and should be treated and accounted for as if they were in a state orphanage.

2.—The rules for the management of poorhouses should be applied, as far as possible, to state orphanages. A register should be kept up in form H-I.

3.—When action is taken under paragraph 167 of the code the case should be reported for the orders of the Local Government in form H-II.

4.—The superintendent should submit every Saturday a weekly return in form H-III to the sub-divisional relief officer, who should forward all such returns with a consolidated return to the Collector so as to reach him not later than Monday morning.

5.—An inspection book should be kept in each state orphanage. Copies of all inspection notes recorded in it should be forwarded without delay to the Collector.

6.—Members of relief committees and other respectable persons residing in the circle should be encouraged to visit state orphanages and record their impressions in an inspection book. Where possible, a non-official committee, comprising gentlemen of different religions, should be appointed for every state orphanage.

FORM H-I.

[VIDE PARAGRAPH 104 OF THE CODE.]

REGISTER OF CHILDREN RELIEVED IN ORPHANAGE NO. , CIRCLE, IN VILLAGE .
POORHOUSE

Date and number of admission ticket.	Name and designation of officer issuing it.	Date of admission to orphanage.	Number in register.	To what section admitted.	Age.	Sex.	Number of months.	Name of child.	Name of father or mother or relation hitherto supporting the child.	Village.	Date of removal from register.	Cause of removal from register.	Name and address of the institution or person to whom the child was sent.	Conditions (if any) on which the child was sent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15.

FORM H-II.

FORM OF REPORT TO GOVERNMENT UNDER PARAGRAPH 167 OF THE CODE.

District.	Name of orphan, age and sex.	Religion and caste.	Nature of enquiries made to discover parents.	Nature of efforts made to procure adoption by co-religionists.	Name and character of the orphanage to which the orphan is to be made over.	Orders of Government.
1	2	3	4	5	6	7

FORM H-III.

STATEMENT SHOWING THE NUMBER OF ORPHANS IN THE _____ ORPHANAGE AND THE NUMBER MADE OVER TO PARENTS OR RELATIONS DURING THE WEEK ENDING _____.

At the beginning of the week.	Admitted during the week.			Made over to parents or relations during the week.			Remaining at the end of the week.			Remarks as to action taken to discover parents or relations.
	Boys.	Girls.	Total.	Boys.	Girls.	Total.	Boys.	Girls.	Total.	
At the beginning of the week.	4	0	4	0	0	0	0	0	0	
Admitted during the week.	0	0	0	0	0	0	0	0	0	
Made over to parents or relations during the week.	0	0	0	0	0	0	0	0	0	
Remaining at the end of the week.	4	0	4	0	0	0	0	0	0	
Remarks as to action taken to discover parents or relations.										

APPENDIX I.—WEAVERS.

1. When the Collector decides to take action under paragraphs 184 and following of the code he may adopt the procedure detailed in the rules given below with such modification as he may think fit after consideration of the special circumstances of the district.

2. The officer in charge of the relief to weavers shall be assisted by non-official committees, upon which the chandhris of the weaver community and the merchants to whom weavers ordinarily dispose of their manufactured goods should always be represented.

3. Lists should be prepared of the weavers actually in need of relief, together with nominal rolls of the members of each weaver's family.

4. The committees should estimate what amount of yarn of different counts is required for a month's work by the weavers needing relief and should purchase it at wholesale rates. Yarn should be issued at cost price weekly or at least fortnightly to the head of each weaver family to such an amount as could ordinarily be worked up by that family in that period.

5. The committees should ascertain at regular intervals the selling price in the nearest market of the goods ordinarily turned out by the weavers in receipt of relief. If the selling price is one anna in the rupee less than the ordinary price prevailing in normal times, yarn should be supplied to the weavers at one half anna in the rupee less than cost price, a further similar reduction being made for every anna by which the selling price falls below normal. The weaver will then find his own market for his manufactured goods.

6. If however manufactured goods of the kind produced by the weavers become absolutely unsaleable or their price abnormally low, the following alternative scheme may be adopted in place of that detailed in rule 5. The committees will ascertain and record the normal price realized by the weavers of the locality for the various classes of goods usually produced. Articles on this list will be purchased from the weavers in receipt of relief when presented before the committee, at the prices recorded, the goods produced being examined by the expert members of the committee to ascertain that they are of the recognized size and quality. If goods are not up to standard the price will be reduced according to the expert's valuation. No weaver will be compelled to sell his manufactured goods to the committees; but if he does not do so he must refund the value of the yarn within one month. The committees should endeavour to get rid of manufactured goods, purchased from the weavers, at book value. If the market becomes very depressed or large stocks accumulate, they should consult the Collector as to the best manner of reducing the stock. He may often be able to work off stocks in other districts or through the agency of the charitable relief fund committee, when such has been appointed.

7. The first issue of yarn should, if necessary, be made on credit, but at every fresh issue the account should be adjusted. When operations are finally closed, the value of the first issue may be remitted as a valedictory dole.

8. The Collector shall give a permanent advance to the officer in charge of the weaver relief. The latter shall keep a register in form I-I showing the amount and price of the yarn issued to each head of a weaver family, and the number and value of articles purchased from him, and the receipts from the sale of the articles purchased. He shall keep a cash book in form L-XIIA and a stock book in form I-III. He shall also prepare a weekly abstract in form I-II showing the number of persons in receipt of relief on the last day of each week and the accounts and expenditure of the week. He will send one copy of this abstract to the Collector so as to reach him not later than Monday morning; and a second copy to the sub-divisional officer supported by a copy of the cash book and stock book. The sub-divisional officer shall then recoup the permanent advance in the usual way in form L-XIII. All receipts shall be credited

direct into the treasury and the treasury receipts should accompany the weekly abstract sent to the sub-divisional officer.

9. If the weavers are unwilling to accept relief in either of the forms above-mentioned, owing to a fear of losing their connection with the men who usually finance them, it may be found convenient to adopt the system of advances sanctioned by paragraph 187 of the code. Advances of Rs. 7 or Rs. 8 per loom will as a rule be found a suitable rate. These advances will be treated in the accounts as described in paragraph 282 (c) of the code.

10. In some cases it may be found useful to make advances not direct to weavers but to cloth merchants employing them. Such an advance may be made on the merchant's personal liability ; and he shall enter into an agreement to produce with it a certain quantity of cloth, to employ on the work only weavers whose names are on the list of weavers in need of relief, and to pay wages at rates fixed by the committee concerned. The cloth may if necessary be purchased by that committee at a price calculated by it to leave a small margin of profit to the merchant after he has paid the weavers' wages at the fixed rates.

Security for every such advance should be required and should be verified. The advance should not exceed half the value of the cloth agreed to be made, which may have to be purchased. Each advance should be adjusted before another is made to the same merchant.

FORM I-II.

WEEKLY ABSTRACT OF WEAVERS RELIEVED.

[VIDE PARAGRAPH 8 OF APPENDIX I.]

Week ending Saturday.	Number of persons in receipt of relief.			Weight of thread or wool distributed	Cost price.	Price at which issued.	Cost to Govern-ment.	Price of articles re-purchased.	Total expendi-ture.	Receipts.	Remarks
	Men.	Women.	Children.								
1	2	3	4	5	6	7	8	9	10	11	12

FORM I-III.

[VIDE PARAGRAPH 8 OF APPENDIX I.]

STOCK BOOK OF { (a) YARN AND OTHER RAW MATERIALS PURCHASED AND ISSUED. (b) FINISHED ARTICLES REPURCHASED AND SOLD.

Description of raw material or finished article.	Balance in stock.	Date of receipt.	Weight or quantity purchased.	Total.	Date of issue or sale	Quantity issued or sold.	Balance.
1	2	3	4	5	6	7	8

NOTE.—This stock book will be kept up for each class of raw material or finished article separately.

FORM K-1.

19.

[VIDE PARAGRAPH 204 OF THE CODE.]

NOTE.—The actual number of patients treated during the month is to be shown.

APPENDIX L.—ACCOUNTS.

FORM I-I.

APPLICATION FOR GRANTS FOR FAMINE RELIEF EXPENDITURE.

[REFERRED TO IN PARAGRAPH 224 OF THE CODE.]

District _____

District	Expenditure to end of last month.	Estimated expenditure of current month.	Estimated expenditure of next month.	Total.	Grants sanctioned.		Further amount now required.	Remarks.
					Number and date of last Govern- ment order or Commissioner's letter of allotment.	Amount.		
	1	2	3	4	5	6	7	8
		Rs.	Rs.	Rs.		Rs.	Rs.	
I.—Salaries and establishments—								
Salaries							
Establishment							
Travelling allowance							
Contingencies							
II.—Village works—								
Communications							
Miscellaneous public improvements							
Irrigation							
IV.—Relief to people employed otherwise than on relief works								
V.—Gratuitous relief—								
(a) In Government Institutions—								
1. Poorhouse charges							
2. State kitchens							
3. Orphanages							
(b) Given at the houses of the people							
(c) Given in other ways							
VI.—Miscellaneous—								
Advances for aided works							
Advances to artisans							
Measures for protection of cattle							
Other expenditure							
Total ..								

FORM L-II.

COMMISSIONER'S REGISTER OF FAMINE RELIEF ALLOTMENTS AND EXPENDITURE MET THEREFROM. [REFERRED TO IN PARAGRAPH 227 OF THE CODE.]

(195)

L-II

1		2				3	4	5	6
Authority.		Districts.				Total.	Allotment to Commissioner by Government.	Balance available of government allotment.	Remarks.
		Allotments for expenditure during _____							
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		
G. O. no.	, dated								
Commissioner's no.	, dated								
Total allotments									
Expenditure as per monthly statement									
		Allotments for expenditure during _____							

REGISTER OF FAMINE
[REFERRED TO IN

Hheads of

[illegible]

PARAGRAPH 253 OF THE CODE.]

IV.—Relief to people employed otherwise than on relief works.

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FORM L-IV.

RETURN OF EXPENDITURE ON FAMINE RELIEF—CIVIL.

[REFERRED TO IN PARAGRAPH 253 OF THE CODE.]

DISTRICT _____

MONTH _____

Head of expenditure.	Amount.			Remarks.
1	2			3
	Rs.	a.	p.	
I.—Salaries and establishments—				
1. Salaries—Special relief officers.				
2. Establishments—				
Clerks and other superior establishment ...				
Servants				
3. Travelling allowance				
4. Contingencies				
II.—Village works—Non-departmental or civil—				
(a) Communications—				
Wages of labour				
Other expenditure				
(b) Miscellaneous public improvements—				
Wages of labour				
Other expenditure				
(c) Irrigation—				
Wages of labour				
Other expenditure				
V.—Relief to people employed otherwise than on relief works—				
Payments to artizans, such as weavers				
IV.—Gratuitous relief—				
(a) Given in government institutions—				
1. Poorhouse charges—				
Diet				
Other expenditure				
2. State kitchens—				
Diet				
Other expenditure				
3. Orphanages—				
Diet				
Other expenditure				
(b) Given at the houses of the people				
(c) Given in other ways				
VI.—Miscellaneous—				
1. Advances for aided private works				
2. Advances to artizans				
3. Measures for protection of cattle				
4. Other expenditure				
Total				

CERTIFIED that the accounts of expenditure included in this return have been examined with reference to the returns separately received of relief afforded and works done and to the instructions contained in the famine code. Certified also that the rules as to accounts and vouchers have been generally complied with and that all irregularities and defects which have come to light have either been brought to the notice of the officers concerned, or expressly condoned by me under the powers vested in me, or reported for orders.

DATE _____

Name _____

The _____

Office _____

Certified that the amount charged in the treasury accounts for
diture in the civil department is (words and figures).

on account of famine expen-

Treasury officer.

Note.—The certificate of audit by the Collector should be scored out when unaudited accounts are sent to the Accountant-General (paragraph 253 of the code).

(199)

FORM L-V.

FAMINE RELIEF WORKS, P. W. D.

[REFERRED TO IN PARAGRAPH 270 (1) OF THE CODE.]

RETURN OF RECEIPTS.

Public works division _____

Revenue district _____

Month _____

Description of items.	Amount.			Remarks.
1	2			3
	Rs.	n.	p.	
(a) Paid into treasury—				
(b) Shown in cash books of officers in charge of relief works, but not paid into treasury.				
Total (words) ...				

NOTE.—The object and nature of the transactions falling under the two items (a) and (b) in column 1 of the form may be explained in notes printed on the form.

FORM L-VI.

FAMINE RELIEF WORKS, P. W. D.

[REFERRED TO IN PARAGRAPH 270 (2) OF THE CODE.]

RETURN OF EXPENDITURE.

Public works division _____

Revenue district _____

Month _____

Head of expenditure.	Works.						Total.	Remarks.
	Wages of workers.	Work establishment.	Shelter.	Miscellaneous expenditure.	Gratuities relief (including rest allowances, &c.)	Establishment. Tools and plant.		
1	2	3	4	5	6	7	8	9
III.—PUBLIC WORKS.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
A.—Communications—								
1. Earthwork on roads ...								
2. Stone metal collection ...								
3. Kanhar collection ...								
B.—Miscellaneous public improvements—								
C.—Irrigation—								
1. Earthwork in canals ...								
2. Irrigation tanks ...								
3. Irrigation embankments ...								
D.—Construction of railways—								
1. Earthwork ...								
Total								

Total Rs. (in words) _____

CERTIFYING that the accounts of expenditure included in this return have been examined with reference to the returns separately received of relief afforded and work done and to the instructions contained in the famine code.

Certified also that the rules as to accounts and vouchers have been generally complied with, and that all irregularities and defects which have come to light have either been brought to the notice of the officers concerned, or separately condoned by me under the powers vested in me, or reported for orders.

DATED _____

TH

FAMINE RELIEF WORKS, P. W. D.
[REFERRED TO IN PARAGRAPH 274 OF THE CODE.]

Public works division _____

Month _____

Description of item.	Amount.	Remarks.
1	2	3
	<div data-bbox="765 879 894 907">Rs. a. p.</div>	
Total (words) ...		

DATE

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Executive Engineer.

Note.—In the case of a payment on account of salary, the gross amount will be shown in the money column and deductions will be shown in detail in the remarks column of the return.

FORM L-VIII.

FAMINE RELIEF WORKS, P. W. D.

[REFERRED TO IN PARAGRAPH 276 OF THE CODE.]

District _____

Charge no. _____

Name of charge _____

Description of works _____

WEEKLY STATEMENT OF TOOLS.

Details of transactions.											
	1	2	3	4	5	6	7	8	9	10	11
Balance in hand at beginning of week									
Receipts during week									
TOTAL, RECEIPTS	..										
Decrease during week.	Lost
	Rendered unserviceable
	Tools transferred to another charge or returned to the district engineer's office.										
	TOTAL	..									
Balance in hand at end of week.	On works
	In store
	TOTAL										

(Signed.)

Tools muharrie.

Officer in charge.

FORM L-X.

FAMINE RELIEF WORKS.

[REFERRED TO IN PARAGRAPH 289 OF THE CODE.]

OBJECTION BOOK.

Serial number of objection.	Officer to whom addressed.	Number and date of voucher.	Nature of item.	Nature of objection.	Amount involved.	Number and date of memorandum issued.	Subsequent reminders.	Objection how settled.	Initials of Collector, Executive Engineer.
1	2	3	4	5	6	7	8	9	10
					Rs. a. p.				

FORM L-XIIA.

FAMINE CASH BOOK (FOR CIVIL OFFICERS.)

[REFERRED TO IN PARAGRAPH 240 OF THE CODE.]

District_____

Name of officer_____

Holding charge as_____

Heads under which every item is to be classified—

Major head.

Detailed head.

- | | | |
|--|-----|---|
| I.—Salaries and establishments | ... | 1. Salaries—Special relief officers.
2. Establishment—
(a) clerks.
(b) servants.
3. Travelling allowance.
4. Contingencies. |
| II.—Village works | .. | ... 1. Communications—
(a) wages of labour.
(b) other charges.
2. Miscellaneous public improvements—
(a) wages of labour.
(b) other charges.
3. Irrigation—
(a) wages of labour.
(b) other charges. |
| IV.—Relief to people employed other-
wise than on relief works. | | Payments to artizans, such as weavers. |
| V.—Gratuitous relief | ... | ... 1. Given in government institutions—
(a) Poorhouse charges—
1. Diet.
2. Other charges.
(b) State kitchens—
1. Diet.
2. Other charges.
(c) Orphanages—
1. Diet.
2. Other charges.
2. Given at the houses of the people.
3. Given in other ways. |
| VI.—Miscellaneous | ... | ... 1. Advances for aided private works.
2. Advances to artizans.
3. Measures for protection of cattle.
4. Other expenditure. |

FORM L-XIIB.**FAMINE CASH BOOK FOR PUBLIC WORKS CHARGE OFFICERS.**

[REFERRED TO IN PARAGRAPH 261 OF THE CODE.]

District _____

Name of charge office _____

Name and number of work _____

Heads under which every item is to be classified—

*Major head.**Detailed head.*

III.—Public Works

...

... A.—Communications—

1. Earthwork on roads—

- | | | |
|--------|---|--|
| Works. | { | (a) wages of workers. |
| | | (b) work establishment. |
| | | (c) shelter. |
| | | (d) miscellaneous expenditure. |
| | | (e) gratuitous relief (including rest allowances, &c.) |

(f) establishment.

(g) tools and plant.

2. Stone metal collection—

(a) to (g) as above.

3. Kankar collection—

(a) to (g) as above.

B.—Miscellaneous public improvements—

(a) to (g) as above.

C.—Irrigation—

1. Earthwork in canals—

(a) to (g) as above.

2. Irrigation tanks—

(a) to (g) as above.

3. Irrigation embankments—

(a) to (g) as above.

D.—Construction of railways—

1. Earthwork—

(a) to (g) as above.

E.—Daily total—

FORM L-XIII.

PAYABLE AT THE TREASURY.
[REFERRED TO IN PARAGRAPH 237 OF THE CODE.]

District of	Abstract of bill for contingent charges on account of famine relief.	Month of
Head of service.	33.—Famine relief.	No. of voucher. } —
Serial numbers of sub-vouchers.	Description of charge and date of authority (where special sanction is necessary).	Amount.
	I.—SALARIES AND ESTABLISHMENT— 1. Contingencies II.—VILLAGE WORKS, NON-DEPARTMENTAL OR CIVIL— (a) Communications— 1. Wages of labour 2. Other expenditure (b) Miscellaneous public improvements— 1. Wages of labour 2. Other expenditure (c) Irrigation— 1. Wages of labour 2. Other expenditure IV.—RELIEF TO PEOPLE EMPLOYED OTHERWISE THAN ON RELIEF WORKS— 1. Payment to artisans, such as weavers ... V.—GRATUITOUS RELIEF— (a) Given in government institutions— 1. Poorhouse charges— (1) Diet (2) Other expenditure 2. State kitchens— (1) Diet (2) Other expenditure 3. Orphanages— (1) Diet (2) Other expenditure (b) Given at the houses of the people (c) Given in other ways VI.—MISCELLANEOUS— (1) Advances for aided private works (2) Advances to artisans (3) Measures for protection of cattle (4) Other expenditure Total, Rs. (words)	Rs. s. p.

* See note on reverse.

Received payments.

Dated _____
The _____

Name _____
Office _____

I CERTIFY that, to the best of my knowledge, the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself to the best of my ability, that the charges entered in this bill have been really paid. Vouchers for all items of expenditure amounting to Rs. 5 and over, all sums paid for postage stamps and telegrams and all work bills are attached to the bill. I have, as far as possible, obtained vouchers for other sums for which vouchers are required and am responsible that they have been so destroyed, defaced or mutilated that they cannot be used again.

Dated _____
The _____

Name _____
Office _____

Pay rupees _____

Dated _____

Examined _____, Accountant.

Officer in charge of treasury.

[For use in the district office.]

Admitted	Rs.
Objected to	"
For reasons noted below :—			

*Accountant.**Test auditor.*

* If any contingent charges, viz. for service telegrams, service postage stamps, and other petty expenditure, are incurred specially for famine relief purposes by officers actually employed in relief operations, the expenditure should be met from the famine allotments and drawn in this bill. This does not however refer to any additional contingent expenditure incurred by Collectors or other district officers in their own offices on account of famine, which is debitable to land revenue, administration, medical, &c.

FORM L-XIV.FORM OF APPLICATION FOR LETTER OF CREDIT FOR
PUBLIC WORKS.

[REFERRED TO IN PARAGRAPH 255 OF THE CODE.]

District _____.

Public works division _____.

<i>Particulars.</i>	<i>Rs.</i>
1. Grants allotted up to date 	
2. Cash balance on 1st of current month* 	
3. Drawing account balance on 1st of current month ...	
4. Estimated expenditure of current month 	
5. Estimated expenditure of next month 	
6. Working balance at end of next month 	
7. Credits now required, (being the total of 4, 5 and 6 less 2 and 3) 	

*To include cash balances and unpaid cheques with district engineers and charge officers.

(Signed) _____.

Date _____.

INDEX.

PART I.

List of reports and returns prescribed in the code and appendices.

I.—LOCAL GOVERNMENT.

(a).—*In ordinary times.*

1. To submit to the Government of India a weekly telegraphic "season and crops" report. (App. A-I.)
2. To submit to the Government of India copies of all "season and crops" reports published in the local gazette. (App. A.-V.)
3. To submit an annual abstract of relief works programmes in form B-VII to the Government of India by the 1st of September in each year. (App. A-VI.)

(b).—*When famine is impending.*

1. To communicate to railway administrations likely to be concerned the probable extent and duration of the apprehended scarcity. (Para. 44.)
2. To communicate to the Upper India Chamber of Commerce, Cawnpore, information as to the probable nature and duration of the apprehended scarcity, with special reference to its effect upon the recruitment of labour. (Para. 46.)
3. To submit to the Government of India such proposals for increase of the provincial staff as are beyond its competence to sanction or to report for confirmation when such staff is employed in anticipation of sanction. (Para. 50.)
4. When agricultural prospects become serious to submit to the Government of India a preliminary report regarding the economic condition of the affected tracts, indicating the probable intensity of the distress and the financial assistance likely to be required. A fresh report is required for each new district which is subsequently affected. (App. A-VII.)
5. To warn the Government of India in the weekly telegraphic "season and crops" reports of the first indication of a failure of the harvests or of scarcity. (App. A-IX.)
6. To warn the Government of India when the opening of test works becomes necessary. (App. A-IX.)

(c).—*After the declaration of distress.*

1. When relief has begun, to submit weekly to the Government of India a famine telegram stating the number of persons on relief, &c. (App. A-X to XIV.)
2. To submit details in form B-VI by districts (and native states) of the relief figures reported in the weekly famine telegram. (App. A-XV.)
3. To submit to the Government of India a monthly report for British districts only in forms B-III and B-IV. The statement should be accompanied by a map. (App. A-XVI, XVII, XX.)
4. To submit with the first monthly report a statement in form B-V giving area and population affected, and a forecast of expenditure. A revised statement should be submitted, if necessary. (App. A-XVIII.)

(d).—*Special reports.*

1. To report to the Government of India the extent to which suspensions or remissions of land revenue are likely to affect the estimates of land revenue receipts. (App. A-XX.)

2. If provincial funds are likely to prove insufficient, to report to the Government of India the extent to which imperial aid is likely to be required. (App. A-XX.)
3. To report to the Government of India the extent to which the provincial staff requires to be increased by drafts from imperial departments or otherwise. (App. A-XX.)
4. To report to the Government of India immediately by telegram any disturbance in the nature of a grain riot. (App. A-XXI.)
5. To report to the Government of India any unusual or considerable immigration on account of distress from and to native states. (App. A-XXII.)
6. On the conclusion of a period of famine relief to submit to the Government of India a review of famine relief operations. (App. A-XXIII, XXIV.)
7. To submit to the Government of India informally copies of all important reports and orders other than these mentioned above. (App. A-XXV.)

II — Famine Commissioner.

To submit such reports and returns to the Local Government as may be prescribed and keep it informed of the manner in which the administration of relief is being carried on as also of all matters relating to expenditure, inspection and execution of works. (Para. 65.)

III.—Commissioner of a Division.

(a).—In ordinary times.

1. To transmit to the Local Government with his own comments reports on the state of their districts received from Collectors. (Para. 7.)
2. To forward an abstract in form A—IV of the district programmes of village works to the Local Government on the 1st August in each year. (Para. 27.)

(b).—When famine is impending.

1. To report to the Local Government by telegram when test works begin to draw large numbers. (Para. 54.)
2. To submit to the Local Government an estimate of expenditure on famine relief other than public works for his division, making any alterations in the Collectors' estimates he may deem necessary. (Para. 224.)

(c).—After the declaration of distress.

1. To notify to the Inspector-General of Civil Hospitals transfers of medical subordinates employed on relief operations under civil officers. [Para. 66(b).]
2. To report immediately to the Famine Commissioner, if, owing to the disorganization of a work or other reason he directs the allowances for dependants to be given to all centers. [Para. 112(c).]
3. To report to the Famine Commissioner the fact of his having sanctioned the payment of the rest day allowance. [Para. 115(b).]
4. To submit to the Local Government an estimate for the districts under him. (Para. 224.)
5. To furnish to the Accountant-General a monthly consolidated statement showing the amount allotted to each district and to intimate any supplementary allotments made under para. 226. (Para. 229.)
6. To forward applications in form L-XIV to the Secretary to the Local Government in the public works department for the allotment of funds. (Para. 256.)
7. To report to the Local Government when sanction is given to an establishment in excess of the general scale laid down by the Local Government. (Para. 285.)

IV.—DIRECTOR OF LAND RECORDS AND AGRICULTURE.

1. To prepare the monthly agricultural report and the annual season and crop report. [Para. 8(a).]
2. To prepare at such periods as the Local Government may prescribe an account of the economic conditions, &c., of each district. [Para. 8(b).]
3. If he detects any imperfections therein to submit to the Local Government suggestions for the improvement of the system under which information is supplied in normal times regarding prices and the state of crops, &c. [Para. 8(c).]

V.—ACCOUNTANT-GENERAL.

1. To advise each treasury officer what amount has been assigned to his district for relief under civil officers. (Para. 230.)
2. To submit to the Local Government, as early as possible in each month, an account showing the charges incurred on account of relief in each district up to the end of the month for which accounts have been closed. (Para. 232.)

VI.—COLLECTOR.

(a).—*In ordinary times.*

1. To make periodic reports to the Commissioner in regard to the state of his district. [Para. 6(b).]
2. To submit to the Local Government a weekly telegraphic crop and weather report. [Para. 6(c).]
3. To submit a monthly report to the Director of Land Records and Agriculture before the 4th of each month. [Para. 6(d).]
4. To submit to the Commissioner for the information of the Local Government an explanation of any abnormal rise in the price of food grains. [Para. 6(e).]
5. To submit to the Commissioner in Form A-IV not later than the 15th June in each year, a list of all new works to be added to, and old works to be omitted from, the district programme of village works, and to report how far in the event of famine the management of relief can be made over to landholders, and to what extent such persons should receive a subsidy from state funds. (Para. 26.)
6. To submit with the programme of village works lists of all persons in the district who are likely to make efficient charge and circle officers. (Para. 30.)

(b).—*When famine is impending.*

1. To report to the Commissioner the opening of test works and poorhouses. (Para. 48.)
2. When he has decided to open test works, to submit a report to the Commissioner, for the information of the Local Government, giving the grounds of his belief that distress is imminent and an account of the economic conditions of the affected tract. He shall append to his report a statement in form A-V showing the extent and cost of the relief likely to be required. (Para. 49.)
3. To report by telegram to the Commissioner when test works begin to attract workers in large numbers. (Para. 54.)
4. To submit weekly returns in form B-I to the Commissioner and the Local Government showing the numbers of persons attending test works or relieved otherwise under chapter III. (Para. 56.)
5. To submit to the Commissioner an estimate in form L-I of expenditure likely to be incurred on famine relief up to the end of the month next following. (Para. 224.)

6. To send to the Accountant-General not later than the 1st January a rough estimate of the number of persons who will probably require relief on works of all kinds in the district and of the period for which they will require relief. (Para. 302.)

(c).—After the declaration of distress.

1. To report by telegram to the Commissioner and the Local Government when relief works are opened in anticipation of orders. (Para. 63.)
2. To forward to the Inspector-General of Civil Hospitals applications for the appointment of medical staff to public works and to notify to him postings and transfers. (Para. 71.)
3. To submit to the Local Government and Famine Commissioner a weekly statement in form B-VI and monthly statements in forms B-II and B-IV, as also a statement in form B-V, copies being despatched at the same time to the Commissioner. (Para. 80.)
4. To submit weekly direct to the Local Government and Famine Commissioner in addition to the usual weekly crop report telegram, a telegraphic report on the subjects detailed in para. 80, a copy being sent to the Commissioner by post. (Para. 80.)
5. To report by telegram to the Commissioner any alteration in the price basis. [Para. 130 (a).]
6. To report in form II-II when it is proposed to send an orphan to a public institution. (Para. 167 and app. II-3.)
7. To call the attention of his own Government and of the Political Agent for the state concerned, should the volume of immigration from any native state be so large and of such character as to indicate the want of an adequate system of famine relief in that state. (Para. 189.)
8. To report to the Famine Commissioner when advances are given to grain merchants in consequence of the shortage of supplies on any relief works or in any local tract. [Para. 192(c).]
9. To cause all deaths entered in form B-IV to be further investigated and the results reported. (Para. 195.)

18. To report to the Accountant-General the refund of permanent advances when relief operations have ceased. (Para. 236.)
19. To submit on the third of each month one copy to the Accountant-General and one copy to the Commissioner of a consolidated statement in form L-IV in respect of all bills charged off in the head quarters treasury accounts during the preceding month. (Para. 253.)
20. To submit to the Accountant-General on or before the 20th of the month a revised statement in form L-IV, if any correction is made in the entries in the register of expenditure. (Para. 253.)
21. To submit to the Commissioner an application in form L-XIV for the funds required for departmental works up to the end of the month next following; thereafter to submit not later than the 15th of each month a similar application for the following month. (Paras. 255 and 256.)
22. To submit a supplementary application if during the course of a month the assignment for any district is found to be insufficient. (Para. 257.)
23. To report to the Commissioner in connection with public works if less than the low standard task is allowed. [App. C-36(a).]
24. To submit on the 1st day of each month to the Commissioner in form D-IV, a list of the advances made by him for aided works during the preceding month. (App. D-13.)

VII.—SUPERINTENDENT OF POLICE.

1. To submit periodical reports to the district magistrate on certain matters. [Para. 194(c).]
2. To submit weekly to the Collector an abstract in form E-VI of casual relief by the police. (App. E-18.)

VIII.—CHIEF ENGINEER (BUILDINGS AND ROADS BRANCH).

1. To furnish the Local Government with an abstract programme of all public works for the whole province by the 15th August in each year, incorporating in each district list of proposed works the reserve of unsanctioned irrigated works. (Para. 17.)
2. To submit to the Local Government weekly statements in form C-IV showing the numbers relieved on public works, the expenditure and incidence of cost. [Para. 69(b).]

IX.—CHIEF ENGINEER (IRRIGATION BRANCH).

1. To forward to the Chief Engineer, Buildings and Roads branch, by the 15th July in each year, a programme in form A-III of sanctioned irrigation projects and also a list of works proposed but not sanctioned. (Para. 12.)

X.—SUPERINTENDING ENGINEER.

(a).—*In ordinary times.*

1. To submit to the Chief Engineer in form A-III district programmes and lists of proposed works not later than the 15th July in each year. (Para. 16.)
2. To submit to the Chief Engineer, Buildings and Roads branch, by the 1st July of each year, a complete stock return with the annual count certificates and reports on the condition of the stock and tools in his charge. (Para. 34.)
3. At the same time to inform each of the other Superintending Engineers of the number of tools, if any, available for transfer in his circle. (Para. 34.)]

(b).—*When famine is impending.*

1. On the first warning of the famine to direct the executive engineers to put themselves in communication with the Collectors. [Para. 70(a).]

(c).—*After the declaration of distress.*

1. To report to the Local Government if he sanctions an establishment in excess of the general scale. (Para. 285.)

XI.—EXECUTIVE ENGINEER.

(a).—*In ordinary times.*

1. To submit to the Chief Engineer, Buildings and Roads branch, through the superintending engineer, all the district programmes of public works and the lists of proposed works in form A-III to reach that officer not later than the 15th July. (Para. 16.)

(b).—*When famine is impending.*

1. To report to the superintending engineer the number of charges likely to be opened in the first two months of the famine. [Para. 70 (a).]
2. To submit to the superintending engineer estimates in forms C-VII and C-VIII of the requirements by districts prepared in consultation with the Collectors. [Para. 70 (a).]

(c).—*After the declaration of distress.*

1. To give notice monthly to the treasury officer of the demands likely to be made on the sub-treasuries during the following month. (Para. 258.)
2. To submit to the Accountant-General as soon as possible after the last Saturday of each month a divisional statement of the cash and treasury balances together with a treasury balance certificate. (Para. 269.)
3. To report by telegram to the Local Government not later than the 5th of each month the cash and treasury balances and the expenditure up to the last Saturday of the preceding month. (Para. 269.)
4. To submit to the Accountant-General not later than the last day of each month a return of receipts in form L-V and another of expenditure in form L-VI. (Para. 270.)
5. To submit to the Accountant-General a divisional return in form L-VII of expenditure incurred out of famine allotments but not debitable to the head "famine relief." (Para. 274.)

XII.—DISTRICT ENGINEER.

(a).—*In ordinary times.*

1. To submit yearly, not later than the 15th June, to the executive engineer a programme of public works in form A-III (accompanied by a map) and a list of proposed works also in form A-III. (Paras. 13 and 15.)

(b).—*After the declaration of distress.*

1. To give at least a week's notice to the Collector of the date on which a relief work will be ready for admission of labourers, &c. (Para. 73.)
2. To give immediate notice to the Collector of any sickness, &c., which renders it advisable to stop admissions to any work and to inform him from week to week of the condition of the work. (Para. 73.)
3. To forward an abstract for the whole district of the weekly progress return in form C-III to the Collector, executive engineer, superintending engineer, Commissioner and Chief Engineer. (Para. 97 and App. C-41.)
4. To forward to the executive engineer after examining the weekly accounts of each charge all copies of cash books with vouchers and also a copy of his own cash book for the same week, and two notes showing remittances still in transit and the expenditure incurred by him for each charge but off the charge. (Para. 266.)
5. To submit to the executive engineer a consolidated tool return monthly in form L-VIII. (Para. 276.)

6. To submit indent for funds to the executive engineer. (App. C-9.)
7. To warn treasury officers of the probable extent of drawings during the succeeding month on the sub-treasuries selected as paying centres. (App. C-10.)
8. To forward the inspection reports of sub-divisional officers or military officers acting as famine superintendents to the executive engineer. (Para. 78 and App. C-52.)
9. In case of fraud or carelessness on the part of the charge officer to submit to the Collector a full report of the action taken and the reasons for it. (App. C-60.)

XIII.—INSPECTOR-GENERAL OF CIVIL HOSPITALS.

1. In times of scarcity to submit a monthly abstract of the reports of district medical officers in form K-1. (Para. 204.)
2. To report to the Local Government the need for any increase of the medical staff in any district, with his proposals to meet it. [Para. 205(c).]
3. (Chief medical officer) To report to the Local Government if he sanctions an establishment in excess of the general scale. (Para. 285.)

XIV.—SANITARY COMMISSIONER.

1. In times of scarcity to submit monthly mortality returns for all districts to the Local Government and to report when he suspects the imminence or existence of famine in any district. (Para. 207.)
2. To submit an abstract of the fortnightly reports of district medical officers with his opinion on them to the Local Government. (Para. 208.)

XV.—DISTRICT MEDICAL OFFICER.

(a).—In ordinary times.

1. To submit yearly to the Inspector-General of Civil Hospitals, not later than the 15th March, lists of all persons likely to be efficient members of the sanitary establishment in times of famine. (Para. 32.)

(b).—In times of scarcity.

1. To submit to the Inspector-General of Civil Hospitals special monthly reports in form K-1, sending copies to the Collector. (Paras. 204 and 214.)
2. As soon as poorhouses have been opened, to submit monthly a report in form K-II to the Sanitary Commissioner, unless specially directed to submit it fortnightly or weekly, sending copies to the Collector. (Paras. 208 and 214.)
3. To submit fortnightly reports regarding the health of his district to the Sanitary Commissioner, sending copies to the Collector. (Paras. 208 and 214.)
4. To report to the Inspector-General of Civil Hospitals cases of misconduct on the part of medical subordinates. (Para. 212.)
5. To report to the Collector any marked increase in the mortality, cases of deaths from starvation or illness due to insufficient food. [Para. 214(a)–(c).]
6. To report to the Collector or district engineer all matters relating to the health of the workers, or the welfare of the sick. [Para. 214(d).]
7. To forward to the Accountant-General an account of all medical stores supplied to famine hospitals. (Para. 218.)

XVI.—OFFICER IN CHARGE OF FAMINE PUBLIC WORKS.

1. To report immediately to the district engineer and to the Collector the outbreak of any epidemic disease or the adoption of anticipatory measures pending orders. [Para. 90 (12).]

2. To report to the Collector when the market prices current on a work are, or are likely to become, excessive. (Para. 96.)
3. To submit every week a progress return in form C-III to the district engineer. (Para. 97 and App. C-31.)
4. To submit a general weekly report on the working of the charge to the Collector, sending a copy to the district engineer with the progress return. (Para. 98 and App. C-41.)
5. To give timely warning by special messenger to the receiving officer before despatching a draft of more than 300 persons. (Para. 126 (8).)
6. To send early information to the authorities of the localities from which, and of the countries to which, the immigrants from native states are moving. (Para. 189.)
7. To submit weekly to district engineer a copy of his cash book in form L-XIIB and a charge progress report. (Para. 261.)
8. To submit to the district engineer a weekly tool return in form L-VIII. (Para. 276.)
9. To submit a daily report card showing total expenditure and balance in form C-V to the district engineer and, if required, to the Collector and the executive engineer. [App. C-46 (a).]
10. To submit weekly for audit purposes a weekly voucher for wages and cash allowance in form C-III and connected papers. (App. C-48.)

XVII.—TAHSILDAR.

(a).—*In ordinary times.*

1. To forward with his own comments the reports of patwaris and kanungos. (Para. 4.)
2. To report on prescribed dates the quantity of rainfall. (Para. 4.)

(b).—*When famine is impending.*

1. To submit on being called upon by the Collector special crop reports in form A-II. [Para. 37 (a).]

(c).—*When distress has been declared.*

1. To report his action to the sub-divisional officer on signing bills in form L-XIII and to forward the duplicate of the weekly abstract in form D-V. (App. D-24 (b) and App. E-14.)

XVIII.—SUB-DIVISIONAL OFFICER.

1. To submit his inspection reports of public relief works within his sub-division to the Collector through the district engineer, or forward copies of his remarks in the inspection book, or report such orders as he may have issued in emergencies. (Para. 75.)
2. To submit to the Collector for incorporation in the district statement a consolidated statement of all charges drawn from the sub-treasury up to the last date for which amounts drawn are included in the headquarters treasury accounts. (Para. 254.)
3. To forward to the Collector returns in form H-III together with a consolidated return for state orphanages. (App. H-4.)

XIX.—CIRCLE OFFICER.

1. To forward to the tahsildar weekly abstracts of the list of persons entitled to gratuitous relief. [Para. 82 (7).]
2. To report immediately to the tahsildar the occurrence of any unusual sickness among men or cattle in any village in his circle. [Para. 83 (b).]
3. To submit weekly, or more frequently if required, to the Collector special reports on the work available, the condition of the people, &c. [Para. 84 (a).]

4. To submit to the Collector a weekly return in form D-I for unaided private works sending a copy together with the original returns to the sub-divisional officer. (App. D-3.)
5. To submit to the Collector a weekly return in form D-I for aided private works, sending a copy together with the original returns to the sub-divisional officer. (App. D-18.)
6. To submit to the Collector a copy of the weekly abstract in form D-V of civil works in his circle, sending a second copy with the original returns received from the managers to the sub-divisional officer. (App. D-36.)
7. To send to the sub-divisional officer his inspection notes of all civil works managed by non-official agency. (App. D-40.)
8. To report from time to time to what classes of persons the workers on private works, aided and unaided, belong. (App. D-5 and 18.)
9. To submit to the Collector a return of gratuitous village relief every week or fortnight as the case may be, and abstracts in forms E-III and E-V to the sub-divisional officer or the officer who recoups his permanent advance. (App. E-12 and 15.)

XX.—PATWARI.

(a).—*In ordinary times.*

To report periodically on matters affecting the economic condition of his circle. (Para. 2.)

(b).—*In times of scarcity.*

To submit every week or fortnight as the case may be to the circle officer in duplicate abstracts of village gratuitous relief in forms E-III and E-V. (App. E-8 and 15.)

XXI.—(a) OFFICER IN CHARGE OF CIVIL WORKS.

1. To give timely warning by special messenger to the receiving officer before despatching a draft of more than 300 persons. [Para. 126(8).]
2. To submit to the sub-divisional officer bills for the recoupment of his permanent advance in form L-XIII accompanied by the weekly abstract in form D-V and by a copy of cash book in form L-XIIA. [App. D-24(b).]
3. To furnish the sub-divisional officer on every Saturday evening with a weekly return in form D-V sending a copy to the Collector. (App. D-29.)

(b).—NON-OFFICIAL MANAGER OF CIVIL WORKS.

To send the same reports and returns as an official officer in charge of civil works. (App. D-33.)

XXII.—MANAGER OF PRIVATE WORKS.

To furnish a weekly return in form D-I to the Collector through the circle officer showing the number of persons on the works. (Para. 121 and App. D-3 and 17.)

XXIII.—SUPERINTENDENT OF POORHOUSE.

1. To submit on the last day of every week to the sub-divisional officer two copies of the weekly abstract in form F-V and one copy of the cash book with sub-vouchers. (App. F-37.)
2. To submit to the Collector every week a return of the numbers of persons relieved on the last day of the week. (App. F-38.)
3. To submit through the sub-divisional officer to the Collector a weekly return in form F-V. (App. F-38.)

XXIV.—SUPERINTENDENT OF STATE KITCHEN.

To submit the same returns as the superintendent of a poorhouse. (App. E-20.)

XXV.—INSPECTING MEDICAL OFFICER OF FAMINE DISTRICTS.

To report the results of their inspections to the district medical officer.
(Para. 215.)

XXVI.—MEDICAL OFFICER ON A RELIEF WORK.

To report to the officer in charge any cases in which lighter tasking or gratuitous relief or special treatment or diet is necessary. (Para. 217.)

XXVII.—MEDICAL OFFICER OF POORHOUSE.

1. To furnish to the superintendent a daily return showing numbers of sick in hospital, admissions, discharges and deaths, also the number of rations required. (App. F-17.)
2. To report to the superintendent if the work exacted is too severe, and to the superintendent or civil relief officer any insufficiency or badness of the food. (App. F-17.)

XXVIII.—OVERSEER OF POORHOUSE.

To report to the superintendent if any vessel is missing at meal time.
(App. F-29.)

XXIX.—MANAGER OF STATE ORPHANAGE.

1. To submit to the sub-divisional officer a weekly return in form H-III.
(App. H-4.)
2. To forward copies of notes recorded in inspection book to the Collector
(App. H-5.)

XXX.—OFFICER IN CHARGE OF WEAVER RELIEF.

To submit to the Collector a weekly abstract in form I-II sending a copy to the sub-divisional officer supported by a copy of the cash book and stock book. (App. I-8.)

XXXI.—POLICE OFFICERS.

To report weekly to the superintendent of police the names of persons relieved under paragraph 48 of the code and the cost of relief.
(App. E-17.)

XXXII.—FAMINE ACCOUNTANT DEPUTED BY ACCOUNTANT-GENERAL TO FAMINE DISTRICTS.

To submit to the district officer for review all famine bills accounts and returns checked and audited by him. (Para. 247.)

XXXIII.—SUPERINTENDENT OF THE GOVERNMENT PRESS.

To submit to the Local Government on the 1st September of each year a return of all famine forms in stock. (Para. 35.)

XXXIV.—ASSISTANT AND DEPUTY COLLECTORS.

To submit their inspection reports, when their duties include the inspection of public works, to the Collector through the district engineer, or forward copies of their remarks in the inspection book. (Para. 77.)

XXXV.—OTHER INSPECTING OFFICERS OF GAZETTED RANK.

To forward their inspection reports or copies of their remarks and orders in the inspection book to the executive engineer through the district engineer. If so directed by the Collector or desired by the inspecting officer these shall also be forwarded at once to the Collector direct.
(Para. 78 and App. C-52.)

XXXVI.—LOCAL AUDITORS.

To submit to the Collector objection statements of errors discovered in the accounts and to report to the Accountant-General any grave irregularities or defects that may come to light. (Para. 249.)

XXXVII.—TREASURY OFFICER.

To transmit weekly to the Collector the bills drawn by subordinate officers on sub-treasuries. (Para. 252.)

XXXVIII.—SUB-TREASURY OFFICER.

1. To forward to the Collector the second copy of the weekly abstract in form F-V with the copy of the cash book and the sub-vouchers. (App. F-37.)

XL.—NAIB TAHSILDAR.

1. To report his action to the sub-divisional officer on signing bills in form L-XIII in the absence of the tahsildar and to forward the duplicate of the weekly abstract in form D-V. [App. D-24(b) and App. E-14.]

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